

**Town of Millington**  
**Mayor and Council Meeting Minutes**  
**February 16, 2023**

**Presents:** Mayor Kevin Hemstock  
Council Wayne Starkey  
Council Michelle Holland

**Town Administrator:** Jo Manning

**Public & Others:** Sheriff Dennis Hickman

**Call Meeting to Order:** Council Kevin Hemstock called the meeting to order at 6:30 pm followed by the pledge of allegiance.

**Minutes of previous meeting:** A motion to approve the minutes for the January 10, 2023, was entered by Council Starkey; a second by Council Holland, a vote of 3-0 was entered.

**Susquehanna Operational Services Report:** Reviewed

**Kent County Sheriff's Report:** Sheriff Dennis Hickman introduced himself and asked the Town to share its priorities. The Sheriff's department is now fully staff and hope to be more visible in the Town and it's surrounding areas. Hickman asked if the Town would consider increasing its annual contribution to overtime costs for coverage; the amount has decreased over the past few years, and he understood that the past Mayor questioned how the money was spent. Council expressed their concern with speeders through Town and traffic increase due to highway repairs and future development. Sheriff Hickman met with Jo Manning to discuss the possibility of a sub-station to be located at 172 Sassafras Street; this is an agreeable proposal. Manning will provide the Sheriff with a Town map showing the new boundary lines due to annexations and a master key to 172 Sassafras Street.

**Town Administrator Report:** Reviewed

**Code Enforcement Report:** Reviewed

**Rental Property Report:** Reviewed

**Engineer's Report:** No Report Received

**Public Hearing:** A motion to open a Public Hearing was entered by Council Starkey, a second by Council Holland, a vote of 3-0 was entered at 7:00 pm.

Mayor Hemstock read into the record Resolution 2022-13, Adoption of Driveway Entrance Permit Requirements. There was no public comment. A motion to adopt was entered by Council Starkey; a second by Council Holland; a vote of 3-0 was entered.

Mayor Hemstock read into the record Resolution 2023-01, Allocations for Public Water & Sewer Capacity Policies & Procedures. There was no public comment. A motion to adopt was by Council Starkey; a second by Council Holland; a vote of 3-0 was entered.

A motion was entered by Council Starkey to close the Public Hearing at 7:20 pm: a second by Council Holland: a vote of 3-0 was entered.

A motion was entered by Council Starkey to reopen the general meeting; a second by Council Holland: a vote of 3-0 was entered.

**Old Business:** Administrator Manning explained an issue with obtaining insurance for the 172 Sassafras Street, LGIT will not provide coverage unless the building is occupied regardless that they previously provided coverage for the County. She has reached out to two insurance companies for quotes. It will cost approximately \$9,000.00 through Selective Insurance to provide coverage for a year. During budget and renewal of existing policies, Admin Manning will solicit insurance for the other town properties.

Administrator Manning and Mayor Kevin met with Jason Pinder, Legacy Mechanical Group, to discuss installing heat and air into the hallways at 172 Sassafras Street. Installing the system will help with reducing the humidity in the building which is creating problems with flooring and walls. Mr. Pinder purposes the job be a time and material project. A motion was entered by Council Starkey, a second by Council Holland to accept: a vote of 3-0 was entered.

Administrator Manning has received completed easements for the Crane Street sidewalk project except for the Bond property. She will ask the Town's attorney, Mitch, about imminent domain procedures.

**New Business:**

Administrator Manning discussed the need to upgrade the modem that receives the water meter readings and transmits to the Town office computer. The current modem is obsolete and in need of repair or replacement. A proposal to upgrade to Neptune 360 was received which includes a cloud-based program, training, data entry of existing meter and property information, and IT support is approximately \$11,000; then \$3,000 annually for support and upgrades. By converting to the new system, the Town will no longer need the IP from Verizon, no longer need a designated laptop for readings, a savings to the Town. We can use America Recovery funds for this upgrade. A motion was entered by Council Starkey to upgrade the system; a second by Council Holland: a vote of 3-0 was entered.

Administrator Manning explained a recent repair to the water softener system which required the actual water system to be shut down for 24 hours. To avoid issues with demand of water,

the tower level was increased, and no disturbance was noticed by residents and business owners during this repair.

Administrator Manning reviewed amending the existing Parade Ordinance and permit to a Special Event Ordinance and permit. Council discussed possible fee structure; with the final decision to be \$25 administration + \$200 clean up. If the event organization cleans the area as required, \$200 will be refunded; if the Town is required to clean the area the \$200 plus any costs for damages will be charged to the event organization.

Administrator Manning asked Council to reviewed Chapter 22- Building Construction - Amended for introduction at our next meeting.

Admin Manning asked Council to begin reviewing budget worksheet documents.

Administrator Manning reviewed the RFP for a maintenance shed. Council agreed to solicit proposals for this project.

Administrator Manning informed Council Mitch Mowell will be retiring as of July 1<sup>st</sup>; an RFP will be distributed for a new Town Attorney.

Administrator Manning is working with Gary McGinnes to obtain the necessary permits to construct a shop and a house at 250-252 Sassafras Street. Mr. McGinnes has asked if Council will approve a payment plan for the required allocation of water and sewer. Council requested additional information regarding payment amount and time frame. A suggestion to consider a monthly payment with a balloon payment to be paid at time of construction loan was made. Council tabled further discussion until next month.

Administrator Manning reviewed comments regarding food trucks from the Planning Commission. She will discuss with Mitch Mowell the best method to deal with this type of business, a separate ordinance or part of the Zoning Ordinance.

Administrator Manning shared information from National Fitness Campaign to construct an outside fitness center. This type of equipment uses a person's body weight as resistance training. Estimated costs after an approved grant through National Fitness Campaign is \$100,000; there are other grants available for this type of program. Council decided to table at this time and are willing to relook at this type of project in the future.

Administrator Manning provided Council with documentation submitted to DHCD for funding our senior housing project.

**Public Comments:** There were no public comments.

**Council Comments:** Council Starkey asked if a person buying a house on the day of the election can vote that day. The charter says they must live in town for at least 6 months before they can vote.

**Correspondence:** Delmarva Community Services, Inc. would like a letter of support.

With no further business to discuss a motion to adjourn at 8:37 PM was entered by Council Starkey, seconded by Council Holland, a vote of 3-0 was entered.

Respectfully submitted,

Jill Starkey, Town Clerk