Town of Millington

Mayor and Council Meeting Minutes

February 13, 2024

Presents: Mayor Kevin Hemstock
Council Shelly Holland
Council Wayne Starkey

Town Administrator: Jo Manning

Public & Others: No Public

Call Meeting to Order: Mayor Kevin Hemstock called the meeting to order at 6:40 pm.

Minutes of previous meeting: A motion to approve the minutes for the January 9, 2024, meeting 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: No Report

Town Administrator Report: Admin Manning reviewed her report and provided an update on the senior housing project and saving money on the project by renting space at the school to be used as the leasing center instead of constructing a separate building.

Code Enforcement Report: Reviewed

Rental Property Report: Reviewed

Old Business: Admin Manning informed Council of the need to submit an RFP for an inspector during the installation of water and sewer mains for the senior housing project to assure proper installation and compliance with pressure testing. Admin Manning shared the completion of renovations to town hall; we will be installing flower beds and new signage on the door. She asked if Council like to hold an open house or ribbon cutting for the building, Council agreed we should hold an open house when it is warmer, sometime in May or June.

Admin Manning shared an update on the cell phone/ WIFI issues, she is working with Jamie Williams, KC Economic Development and Austen Parrish, Rivernet of Georgetown, MD to search for a solution.

Admin Manning asked Council to begin their review of the budget for 2024-2025. If Council has anything they want to see completed or events or projects considered for the next fiscal year, please advise prior to the public hearing for the new budget. Admin Manning reminded Council that we will need to raise property taxes, water/sewer fees, and permit fees to attempt to meet the expenses incurred for the Town to be sustainable. Expenses continue to rise as

they do throughout the Country. Admin Manning asked Council to consider the expense to send representatives to the MML Conference as we consider raising fees to the residents.

Mayor Hemstock introduced Chapter 26- Curfew- Resolution 2024-03

Mayor Hemstock introduced Chapter 27- Nuisance- Resolution 2024-04

Admin Manning shared information received from Jamie Williams Director of Kent County Economic and Tourism, with regards to tax incentives to new businesses. The County has such a tax credit in place that we could piggyback off with a MOU or we can develop our own through adoption of a Resolution. The procedure would be for Town Staff to submit a report to the County by the end of the fiscal year to adjust the taxes on those properties eligible for the credit. The Council decided to adopt through a resolution tax credits for during the first3 years of a business.

Admin Manning shared with Council our award of $25,000 from DHCD program for the Commercial Façade Program. Admin Manning attended a zoom meeting about the program with DHCD to review the regulations of the program; properties ineligible are churches, gun shops, and adult type businesses. Admin Manning has made the necessary changes to the application packet and will send information to eligible local Town businesses.

Admin Manning asked Council to decide what the maximum tax credit amount will be for the Volunteer Fire Department property tax credit. Wayne Starkey recused himself from further conversation; Hemstock and Holland agreed to a maximum tax credit of $400 per property. Manning will complete and prepare the necessary paperwork for the next meeting.

New Business: Admin Manning asked Council to review the amendment to the employee manual previous sent by email. Council reviewed Resolution 2024-01- Amendment to Employee Manual - Technology Appropriate Use Policy; a motion to approve the Amendment was made by Council Starkey, a second by Council Holland, a vote of 3-0 was entered.

Admin Manning shared with Council that Truist Bank is now offering a fraud service for a fee of $75 per month. This would involve the Town Staff submitting online a list of checks processed from our accounts to review against those checks being presented for payment. This system will protect the Town from future check fraud. A motion was made by Council Starkey to approve this Fraud service, a second by Council Holland, a vote of 3-0 was entered.

Admin Manning asked Council to approve the MOU with Kent County for short-term rental tax collection, a motion to approve the MOU was by Council Starkey, a second by council Holland, a vote of 3-0was entered.

Council Comments: Council Holland asked what is to become of the vacant bank building. Admin Manning shared the new owner has applied with State of Maryland for a Cannabis dispensary license. Admin Manning asked Council to provide a support letter to the State on behalf of this new business. Mayor Hemstock, Council Holland, and Council Starkey agreed to the support letter.

Admin Manning shared with Council Holland her conversations with Town Attorney, Chris Drummond regarding the tax ditch. The ditch committee can ask the County to dissolve the committee and the "tax ditch" designation" since the county set it up. If this can be done, we

can relabel this as a stormwater drainage system, which would open doors for federal and state funding. With future development this system will become vital to proper drainage of the north end of Town.

Correspondence: Admin Manning shared a letter from the Community Fire Company asking to waive the fee for the Property Maintenance inspection, Mayor Hemstock and Council Holland agreed to waive the fee of $150.00, Council Starkey recused himself since he is a member of the Fire Company.

With no further business to discuss a motion to adjourn at 8:06 PM was entered by Council Starkey, seconded by Council Holland, a vote of 3-0 was entered.

Respectfully submitted,

Jill Starkey, Town Clerk