

# Town of Millington

## Mayor and Council Meeting Minutes

November 14, 2023

**Presents:** Mayor Kevin Hemstock  
Council Mark Linton  
Council Zita Seals

**Town Administrator:** Jo Manning

**Public & Others:** Sheriff Hickman and Vanessa Hollaway

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

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

**Susquehanna Operational Services Report:** Reviewed. The Town recently submitted samples as required by MDE for lead testing in homes on our water system; all samples submitted passed with minimal evidence of lead.

**Kent County Sheriff's Report:** Sheriff Hickman reviewed the monthly report.

**Town Administrator Report:** Reviewed.

**Code Enforcement Report:** Reviewed

**Rental Property Report:** Reviewed

**Old Business:** A motion to close the regular meeting and opening the public hearing was made by Seals, a second by Linton. Mayor Hemstock read into record Resolution 2023-15 Public Information Act. There was no public comment. A motion to adopt was entered by Council Seals; a second by Council Linton; a vote of 3-0 was entered.

Mayor Hemstock read into record Resolution 2023-16 repeal of Chapter 11-Recreation Commission. There was no public comment. A motion to adopt was entered by Council Linton; a second by Council Seals; a vote of 3-0 was entered.

A motion to close the public hearing and reopen the regular meeting was made by Linton, a second by Seals; a vote of 3-0 was entered.

**New Business:** Admin Manning asked the Council to review the fee schedule to establish the current rates as they pertain to the Public Information Act. It was agreed to charge .25 cents per page and \$4 dollars for a flash drive in addition to the hourly rate for time to provide the requested documentation to the requestor.

Mayor Hemstock introduced Resolution 2023-17 Comprehensive Plan, as recommended by the Planning Commission.

Admin Manning shared a request for relief for an invoice to clear blockage in the sewer lateral 407 Cypress Street. Mayor Hemstock stated Mr. Smith of Filah Belly needs to contact his landlord to discuss this issue. Council Seals commented this is not the Town's responsibility. Admin Manning shared she asked Mr. Smith to camera the line before jetting the line to assure where and what caused the blockage, Mr. Smith could not provide proof this was completed. Council asked Admin Manning to call the plumber requesting a copy of the cameraed footage.

Eastern Shore Drone Racer submitted a special event permit for 2024 schedule, a motion was made to accept the permit by Council Seals, a second by Council Linton; a vote of 3-0 was entered.

Admin Manning shared information regarding the Hotel Tax agreed with Kent County and the need to update the MOU. This is being completed with oversight by Kent County COG.

Admin Manning submitted Chapter 21-Brush, Grass, and Weeds for review. The Council asked for punctuation errors to be fixed; but suggested no other changes. A public hearing will be scheduled for December.

Admin Manning asked for Council's comments regarding the Employees Manual and the job descriptions previously submitted for review. The Council agreed the handbook was well written and approved it as written. The Council reviewed the job descriptions, these were approved. The Council thanked Admin Manning for taking the time to update the employee manual and job descriptions.

**Public Comments:** There was no comment.

**Council Comments:** There was no comment.

**Correspondence:** There was no comment.

With no further business to discuss a motion to adjourn at 8:05 PM was entered by Council Linton, seconded by Council Seals, a vote of 3-0 was entered.

Respectfully submitted,

Jill Starkey, Town Clerk