

**Town of Millington**  
**Mayor and Council Meeting Minutes**  
**March 14,2023**

**Presents:** Mayor Kevin Hemstock  
Council Shelly Holland  
Council Mark Linton  
Council Wayne Starkey

**Town Administrator:** Jo Manning

**Public & Others:** Melissa Ireland

**Call Meeting to Order:** Council Kevin Hemstock called the meeting to order at 6:35 pm.

**Minutes of previous meeting:** A motion to approve the minutes for the March 14, 2023, meeting, was entered by Council Starkey; a second by Council Linton, a vote of 3-0 was entered.

**Susquehanna Operational Services Report:** Reviewed

**Kent County Sheriff's Report:** No Report Reviewed

**Town Administrator Report:** Reviewed. Admin Manning updated the Council on the school property renovations, the roof was inspected and will need to be replaced; it is estimated to cost a minimum of \$500,000 for this repair. As part of the funding, the Town will need to account for its portion through actual costs and time; the Town's maintenance crew is working on the demolition part of this project which will be accounted for in the funding packet. Admin Manning will be drafting RFPs for the maintenance shed, Town Attorney, and Crane Street sidewalk project. Admin Manning asked the Council to consider a name for the street that will go around the building to avoid zoning issues with senior housing and for the future occupancy of the building; Council agreed to name this street Elm Street.

Admin Manning explained plumbing valves need to be replaced at 172 Sassafras Street to allow the water to be turned on without any issues with potential leaks at the existing valves. This repair would allow 4 bathrooms to be operational at the present time. The cost to replace the valves and revamp these four bathrooms is approximately \$9,000.00. A motion was entered by Council Starkey, a second by Holland, a vote of 4-0 entered.

Admin Manning reminded Council of an ordinance regarding the number of titled vehicles per property which we will start to enforce due to concerns regarding parking along streets Manning will contact SHA to discuss prior to the next meeting.

**Code Enforcement Report:** Reviewed

**Rental Property Report:** Reviewed

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

**Old Business:**

Admin Manning reviewed with Council Gary McGinnes' request for a payment plan to purchase the allocation for his new property. The payment will be \$100 per month for a year with total to be paid at time of construction funding of buildings or one year from time of payment plan approval. According to the Zoning Ordinance, McGinnes is allowed to live on the property in an accessory building for 6 months before he must be in a permanent residence. A motion to accept the payment plan was made by Council Starkey, a second by Council Holland, a vote of 4-0 entered.

**New Business:** Mayor Hemstock and Council agreed to table Resolution 2023-02 Building Construction Ordinance Amendment to allow time for additional review.

Mayor Hemstock introduced Resolution 2023-03 Special Events Permits. It was agreed this permit can be approved by the Mayor and one other Council member.

Admin Manning asked Council to consider an annual permit for the Fire Company for chicken & dumplings dinner. Council agreed as long as dates were known and part of original permit application this would be fine. Any other events would need separate permit applications and fees.

Admin Manning asked for a waiver on behalf of 240 Sassafras Street, there was a hot water heater leak and a busted pipe causing an overage of 160,000 gallons, Mr. Young is asking for a credit of \$1,549.55. A motion was entered by Council Holland, a second by Starkey, a vote of 4-0 entered.

Admin Manning asked Council to review the capital budget. She asked for approval to purchase a new broom for the tractor, the existing broom has been rebristled numerous times but with the future increase in maintenance due to Senior Housing and Community Center there is a need to replace this piece of equipment. The capital budget is the Town's wish list and Admin Manning looks for grants or loans to help pay for the Capital budget.

Administrator Manning ask Council to review our current fees, do we want to charge for amending or extension of a permit, sidewalk closures, or commercial building inspections.

Council requested an expiration date be included on future permits, to allow the first extension free of charge with fees for additional extensions.

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

**Council Comments:** Mayor Hemstock asked Council Starkey if he saw the damage to the road in front of 373 Cypress Street and if the state highway would fix it. Council Starkey stated MDOT will not repair this issue; they will wait until they repave the road.

**Correspondence:** There was no Correspondence

With no further business to discuss a motion to adjourn at 7:54 PM was entered by Council Starkey, second by Council Linton, a vote of 4-0 was entered.

Respectfully submitted,

Jill Starkey, Town Clerk