

**TOWN OF MILLINGTON**  
**Mayor and Council Meeting Minutes**  
**January 9, 2018**

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

**Town Administrator:** Jo Manning

**Media:** Trish McGee

**Attendees:** Deputy Hickman, Kent County Sheriff's Department; Deputy Embert, Queen Anne's County Sheriff's Department; and Jay Jarrell, MES.

**Minutes of previous meetings:** The minutes of the December 12, 2017 meeting were reviewed. A motion to approve the minutes was made by Starkey, a second by Hemstock; a vote of 3-0 was entered.

**Kent County Sheriff's Report:** Deputy Hickman reviewed the report for December 2017. There were 51 speed assignments resulting in 32 warnings and 9 citations. The Sheriff's Department responded to two criminal complaints: 1) A case of prescription fraud at 200 Sassafras Street, 2) K-9 scan of a vehicle pulled over for speeding and drugs were found resulting in an arrest, and 10 non-criminal calls for service. Hemstock asked about the home invasion at 396 Cypress Street. More information will probably be given at the February meeting.

Deputy Embert stated that there wasn't much happening on the Queen Anne's side of Town. Morales mentioned that speeding around lunch time is still a problem.

**Maryland Environmental Services Report:** Jay Jarrell reviewed the report for December 2017. There were no violations at the water treatment plant. Miss Utility locates were performed throughout the month. Water meters were read and meter re-reads were being done this week. There were no violations at the wastewater treatment plant. 4.81 tons of sludge was hauled from the plant. Nitrates are increasing due to the weather.

**Town Administrator Report:** The Town Administrator's Report was reviewed. Roger Reed court hearings have been rescheduled again for 2/26/2018. The Water System PER is complete and will be submitted to State Agencies for review and it was also sent to DMS Engineering for Mr. Richardson. She sent packets to 4 banks prior to Christmas for the funding for the Town Office upgrade/renovation. MEMA/FEMA needs an appraisal of the "Connolly" property before moving forward with the acquisition. Home Partnership has requested more information regarding the Senior Housing project. Mr. Morris at Kent County Water and Wastewater Services has requested that the consumption versus production report should be redone because he feels that our numbers are incorrect. Morales stated not to revise the report. Dollar General is preparing to do a "soft opening" on January 16, 2018 but there are still approvals needed before an occupancy permit can be issued. Planning Commission continues to work on amending the Comprehensive Plan. The Public Drainage Ditch Association is working on a project with DNR for erosion and drainage issues. Budget discussions have begun. Jo Manning asked the Council to consider adopting fees to help increase revenue such as: business licenses, forestation fees, transfer tax, etc. She also discussed cost of living and how our income is staying the same and the expenses are increasing which could result in raising the property tax rate as it has not increased in the last

25 years. Morales asked if the figures could be given in a report at the next meeting. The Town will also be bidding out services for code enforcement, building inspections, utility repairs, public works, and trash.

**Financial Report:** The financial report was reviewed. Jo Manning explained the new reports that were presented: cash flow, accounts receivable, and accounts payable. She also reviewed the formula for water and sewer allocation fees and how they are calculated. According to the calculation the recommended fee for a sewer allocation is \$7,637.42, Millington currently charges \$5,300.00. The recommended fee for a water allocation is \$5,187.23, Millington currently charges \$5,300.00.

**Code Enforcement Report:** The code enforcement report was reviewed.

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

**Old Business:**

- Kent County Public Library: The library contacted Morales to set up a meeting to discuss the future of the library in Town. Morales suggested that they come to the next Town meeting.

**New Business:**

- Travel & Expense Policy: Jo Manning explained the policy and asked the council to review the policy and email any changes they recommend by the next meeting.
- Water & Sewer Connection Policy and Fees: Jo Manning explained the policy and asked the council to review the policy and email any changes they recommend by the next meeting.
- Charter Review – Article 7: Hemstock stated that we should look to see if C7-2 needs to be changed for the town attorney being a member of the “Bar of the Maryland Court of Appeals.” He said to check to make sure what the proper wording is to be. Hemstock also suggested that “hospitalization” in C7-6 be changed to Insurance.

**Council Member Comments:** There were no council member comments.

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

**Correspondence:** All correspondence was reviewed.

**Upcoming Events:** Upcoming meetings were reviewed. Starkey reminded everyone that the Fire Company dinner is on Saturday, January 13.

With no further business to discuss a motion to adjourn was made by Hemstock, a second by Holland; a vote of 4-0 was entered.

Respectfully submitted,

Michelle Marshall  
Town Clerk-Treasurer