

November 16, 2020

The meeting was made available Online using Microsoft Teams, in person attendance was restricted by request only.

Working Session

Mayor McNinch called the Working Session of the Denton Town Council to order at 6:30 PM on this date, leading everyone in the Pledge of Allegiance to the Flag.

Mayor McNinch thanked those joining the meeting virtually and explained that there is a comments section online where they can submit questions.

Attendance:

Mayor McNinch asked for the record to reflect that Councilwoman Wilson was attending virtually and that all the other Councilmembers were in attendance in person.

Staff in attendance included Mr. Don Mulrine, Town Administrator, Acting Chief George Bacorn, Phil Clark, Mark Chandler, David Renshaw, and Karen Monteith.

Discussion was held on the following items:

Caroline County Economic Development

Discussion was held with Ms. Debbie Bowden, Director of Caroline County Economic Development, regarding the CCEDC Strategic Planning and the Town's desired focus, vision, and concerns for economic development within the Town.

Potential Development

Mr. Ryan Showalter, Counsel for AquaCon Maryland LLC, shared information about a project proposed for a tract of land they presently have a contract on located within the Town limits. Mr. Showalter elaborated on what legislation and action may be requested of the Town as the project moves forward.

Sharp Road Park Design

Mr. Mulrine shared the scope of work for engineering services for the Sharp Road Park Expansion Project, with a preliminary estimate of \$2.3M to do the remaining components.

Briarwood/Fairfield Development

Follow up discussion was held pertaining to Ordinance #709 traffic flow and parking changes for Briarwood & Fairfield.

It was recommended to hold off moving the mailboxes until January to provide staff more time to explore grant funding for cluster boxes.

Councilman Johnson pointed out there is a conflict in the Town Code, in which the code does not currently allow parking on the left side of the street. Referencing Maryland State Code 21.1004 which provides more details, he suggested the Town Code needs to be amended for proper enforcement.

Councilman Lister recommended holding off implementing until the Ordinance is fixed to allow parking with the left tires to the curb.

Staff will contact the Attorney to review and prepare an amendment.

As part of the upcoming Comprehensive Plan Review and amendments, the Council and Mr. Mulrine discussed making sure that road widths are defined for two-way traffic and one-way traffic to be established and provide clear and concise instructions for the Planning Commission for when reviewing and making decision for future developments.

1105 Market Street – Sale of Property

Mr. Mulrine announced that the Town placed 1105 Market Street back out for bid and only received one bid for the sale of 1105 Market Street for \$21,200. This item will be on the December agenda for consideration of approval.

2020-19

Holiday Parade and Employee Luncheon

With COVID-19 cases increasing, discussion was held on hosting upcoming holiday events safely, using social distancing and mask requirements.

Responses to the recent survey about hosting the parade were shared.

A comment was received from the online chat recommending the Town consider hosting a holiday decoration contest in place of the parade.

Staff is waiting on the Caroline County Health Department's response on the Town's proposal for moving forward with hosting the holiday parade and will keep the Council posted.

Downtown Denton Main Street is planning a decorating contest for the downtown businesses. Councilman Johnson and staff will begin working on pulling together a residential holiday decorating contest.

Mr. Mulrine suggested to consider holding the annual employee luncheon in multiple locations, splitting employees and have Council members present at each location to hand out awards, providing individual box lunches and Zoom meeting connections from each location.

Miscellaneous

Mr. Mulrine reminded everyone that the Wharves of Choptank Visitor & Heritage Center will reopen to the public tomorrow, November 17. Access will be restricted to two visitors at a time, and small civic groups may be allowed to resume meetings without open food.

Councilman Lister expressed the need to improve on communication and transparency with the public, recommending to continue building the email data base to reach the community, sending notices for new laws with utility bills, to streamline the process and restricting new ordinances to just a few times a year.

Councilman Johnson asked for an update on the Project Management Software.

Mr. Renshaw shared that members of the Planning Department recently participated in a presentation for DUDE an online permitting software and a quote has been requested.

Mr. Mulrine added that in addition to online permitting, there will be an added feature for program management.

Mr. Renshaw also mentioned that it would be beneficial if the permitting software is compatible and links to the InCode Financial Software.

There was discussion about the InCode Software and whether the Town should be looking at different financial software with more compatibility for expanding services.

With no further comments, Mayor McNinch adjourned the Working Session at 8:53 PM.

Respectfully submitted,

*Karen L. Monteith,
Clerk-Treasurer*