

March 28, 2022

Executive Session – 5:30 PM:

At 5:30 PM, Mayor McNinch asked for a motion to hold an Executive Session, by Authority of the Open Meetings Act, Maryland Code Annotated, General Provisions Article, § 3-305 (b) (2014) (1) (i) to discuss a Personnel Matter.

Councilman Lister made a motion to hold an Executive Session to discuss personnel. The motion was seconded by Councilman Johnson, passing unanimously. This session was held at the Denton Town Office, in the training room.

Present: Mayor McNinch, Councilman Branson, Councilman Lister, Councilwoman Wilson, and Councilman Johnson were all present in person.

Discussion: The Council discussed the future transition plan for the Town Administrator Position, working on a request for proposals development plan.

At 6:22 PM, Councilman Johnson made a motion to close the Executive Session, seconded by Councilman Lister, passing unanimously.

The Executive Session was closed, and the Council relocated to the large meeting room to hold a Working Session.

Working Session – 6:30 PM

At 6:30 PM Mayor McNinch called the Working Session of the Denton Town Council to order on this date, leading everyone in the Pledge of Allegiance to the Flag and thanked everyone for coming and joining online.

Executive Session

Mayor McNinch announced that the Council held an Executive Session at 5:30 PM this evening to discuss personnel.

In Attendance:

Council: Mayor McNinch, Councilman Lister, Councilman Branson, Councilman Johnson, and Councilwoman Wilson were all in attendance in person.

Staff: Mr. Don Mulrine, Town Administrator, Chief George Bacorn, David Renshaw, Phil Clark, Mark Chandler, and Karen Monteith were present.

Discussion was held on the following items:

Caroline County Economic Development:

Ms. Debbie Bowden, Director of Caroline County Economic Development, met with the Council, and presented the CEDC Five-Year Strategic Plan. Discussion was held on the CEDC main goals to grow the number of establishments by 5% in five years; to increase commercial tax base by 5% in five years; and to increase accommodation tax base by 25% in five years.

Survey Results – Southern States Meeting:

Mr. Mulrine shared the survey results from the March 9th Community Meeting on what the public would like to see at the Southern States Property. There was discussion on the need to decide what direction the Town wants to go that will bring value to the Town, what it can be used for. It was clarified that the 5-year grant requirements are based on the date the grant is closed by the State, which the State is working on now.

Special Events:

Mr. Mulrine provided a listing of the special events that were held in 2021 and have been approved for 2022. Discussions continued on updating requirements for events, fees, etc. Staff will continue to research other jurisdictions and pull together a cost analysis.

323 Market Street – SnoAngels Lease

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Mr. Mulrine shared that Sno Angels has notified the Town that they will not be looking to renew the lease for 323 Market St.

His Hope Ministries Donation Request

Mr. Mulrine shared a donation request received from His Hope Ministries.

Councilman Johnson recused himself from the discussion for personal reasons.

Councilwoman Wilson announced for the record that she serves on the His Hope Ministries Board. Councilwoman Wilson stepped away from being seated with the Council and stepped out into the audience area and gave a brief overview of what His Hope Ministries does, and that they operate from grant funding and donations. Sharing that HHM is reaching out to the community seeking donations to help offset increases in operational cost.

Councilman Lister asked for HHM to provide information at the April meeting on what makes up their total budget, funding sources and program expenses.

Councilwoman Wilson returned to her seat and the Council moved onto the next item.

General Fund & Highway Fund Budget Preview:

Discussion was held on the FY2023 budgets to include the Planning & Codes proposed adjustments, ARPA, equipment upgrades, mosquito spraying, proposed new pay scale, and LEOPS Actuary Study.

There was also discussion on the pump and motor replacement for Well #3 that has broken down.

Computer – Equipment Upgrades:

Staff provided an overview of items they are working on with Corsica Tech and Tyler Tech for upcoming IT needs for the remainder of this year and items that will be included in next year's budget.

Town Office Window Replacement:

Mr. Mulrine mentioned that a proposal will be coming soon for the next phase of window replacement for the Town Hall.

Parking Pole Removal

There was discussion about removing the parking meter poles from around the Courthouse, the need to install adequate signage directing patrons to pay for parking at one of the parking kiosks, and how to handle marking for street closures when it becomes necessary. What are other alternatives to handle the no parking that would not come with additional cost or require additional staff time?

Mr. Mulrine said they can schedule to remove the parking meter heads this week.

Mayor McNinch recommended having a discussion with the County, sharing the obstacles and seeking a resolution for the signage and no parking issues.

Councilman Lister requested to talk with the Arts Council to see if they can come up with a create alternative for the poles.

Basketball Court Netting

Mr. Mulrine shared that the cost to add netting to the 3rd St. Basketball courts came in at about \$10,000 and this will be added to next year's budget for consideration.

Construction Management Service Sewer Mains

Mr. Mulrine shared the draft proposal from Remington & Vernick Engineers for the engineering and construction management services of the extension of sewer mains on Market Street and Camp Road. The American Recovery Plan Act Funds can be used to cover this cost.

Mr. Mulrine also shared that the ARPA funds can be used to pay for the floor repairs for the street sweeper that was approved at the last meeting.

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Planning Commission Appointment

Mr. Mulrine announced that Mr. Joseph Mayer has submitted a request for appointment to the Planning Commission to serve as the alternate member. This will be on the next agenda for consideration.

Councilman Lister shared that the Utility Commission is looking to expand their board, adding one additional member at some point in the future.

Request for Additional ERU's

Mr. Renshaw shared that some requests for additional ERU's will be coming before the Council for consideration for 322 Market Street and 101 N. 6th St.

Ordinance #733 – IBC Property Code Amendments

Mr. Renshaw presented a draft of Ordinance #733 -which will amend the Property Code Maintenance Chapter #94, to reference the correct code numbers that were missed in the last Ordinance.

April 7th Agenda

Mr. Mulrine presented a draft of the April 7th meeting agenda lineup and provided additional information on the items that have not already been discussed this evening.

Miscellaneous:

Councilman Johnson shared that he received a request asking the Town to dedicate October 5th as a day in Honor of Lynn Keckler.

Staff will prepare Proclamations to recognize the Chamber of Commerce Best in Business winners from the Town. Those winners include Earth Tones Café, Edwards Driving School, Purple Peake, and Shoreline Vinyl.

With no further discussion, the meeting was adjourned at 8:22 PM.

Respectfully submitted,

*Karen L. Monteith
Clerk-Treasurer*