

February 27, 2017

**Executive Session – 5:30 PM**

At 5:32 PM, Councilman Porter made a motion to hold an Executive Session to discuss a Personnel Item – Town Administrator’s Contract Renewal, by Authority of MD Annotated Code, State Government 10-508 (a) (1) (i). Seconded by Councilman Lister, the motion passed unanimously.

**Present:**

Mayor McNinch, Councilman Porter, Council Branson, and Councilman Lister were in attendance. Councilman Johnson participated in the discussion through a mobile device.

Mr. Don Mulrine, Town Administrator joined the discussion at 5:50 PM.

**Discussion:**

Discussion was held, regarding the Contract Renewal for the Town Administrator.

The Mayor will tweak the contract based on discussion and seek legal review.

At 5:56 PM, Councilman Porter made a motion to close the Executive Session, seconded by Councilman Lister. Motion passed unanimously.

**Working Session – 6:00 PM**

Mayor McNinch called the Working Session of the Denton Town Council to order at 6:00 PM on this date.

**In Attendance:**

Council: Mayor McNinch, Councilman Porter and Councilman Branson and Councilman Lister. Councilman Johnson participated in the discussion through mobile access.

Staff: Mr. Don Mulrine, Town Administrator, Chief Rodney Cox, Lt. George Bacorn, and Karen Monteith, Clerk-Treasurer.

**Discussion:**

**CEDC Tourism Lease Agreement – Crouse Park Visitor Center**

Mr. Mulrine shared the floor plan of the visitor center.

Discussion was held regarding the area proposed for the Caroline Economic Development Corporation Tourism Office and the lease agreement for the use of space in the Crouse Park Visitor Center.

Mr. Mulrine will continue working with the CEDC to finish the draft and bring before the Council for consideration of approval.

**Royal Farms – Commissioner Franklin Email**

The Council held discussion pertaining to an email received from Commissioner Franklin in reference to a communication he had received from the Royal Farms for a potential expansion at their current location.

Mr. Mulrine will send a response to all parties involved stating the facts for the current zoning and explaining issues for rezoning a parcel.

**Caroline County Commissioners Letter – Legion Road Medium**

Discussion was held regarding a letter from the County about modifying the median strip on Legion Rd to allow for left turns on to Legion Road from Denton Plaza for emergency vehicles.

Mr. Mulrine provided an update on recent discussion with State Highway about this request.

Additional safety concerns were discussed in regard to modifying the traffic pattern and the close proximity to Route 404. The original construction was done to meet State specifications, therefore, the Council would like for the Town Administrator to obtain written approval from SHA, and inquired about having a traffic study completed, prior to making any changes.

Mr. Mulrine will continue to conduct research for the project; work with State Highway; look in to obtaining a traffic study and send an update to the County Commissioners.

#### **Star Democrat Article on Infrastructure**

Mr. Mulrine shared an article found in the Star Democrat pertaining to how another municipality is handling unbudgeted infrastructure expenses and shared ideas with the Council for accomplishing the needed repairs on North Sixth Street from Gay to Market.

#### **Court House Parking**

Discussion was held on the Council's previous commitment to make some changes to the parking spaces on N. First and N. Second around the Court House.

Mr. Mulrine was directed to prepare a letter to the County Commissioners providing an update on the Town's recommendations, and to inquire on the County's plan for providing additional parking on the Court House lawn.

Chief Cox was asked to research what will need to be done for implementing the Council's recommended changes.

#### **Real Estate Taxes**

Mr. Mulrine announced that the State's Constant Yield Tax Notice has been received. The notice indicates the values of property in Town was decreased during the recent re-assessment, and for the Town to maintain the same revenues in FY18 as received in FY17, the tax rate should be set at .7471 cents.

Mr. Mulrine also shared the summary prepared by staff, pertaining to tax exempt real properties located within the Town limits.

#### **Downtown Denton Main Street**

Mr. Steve Konopelski, DDMS President, gave an update on the DDMS events; presented their FY2018 budget and asked the Council to consider increasing the DDMS budget to \$5,000 in FY2018.

#### **Police Dept. Updates**

**Police Budget** - Chief Cox presented the Police Department's estimated FY18 Capital Budget, and Five Year Plan.

Councilman Johnson ended mobile communications at 7:10 PM, and did not participate in the remainder of the discussions.

**Drug Task Force Building** - Chief Cox provided an update on the financing proposals received for the loan for the Drug Task Force Building, and the Town's involvement. This item will soon be on the agenda for consideration for approval. Chief Cox will work with the Town Attorney to draft an agreement between the Town and the CCDTF, with the details for the loan.

**Parking Meters** - Councilman Lister inquired on the status for considering having a kiosk downtown to accept payments for the parking meters.

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*The Police Dept. is working with a company to conduct an analysis and obtain the cost for installing and maintaining a payment kiosk.*

*Chief Cox provided additional detail on the Departments 5-Year Plan.*

*Chief Cox mentioned the PD is submitting a grant application with Maryland Dept. of Transportation, seeking funding to increase traffic patrol and traffic enforcement.*

*The Police Dept. is working on outreach, regarding the Heroin issues and ways to increase community policing.*

**Other Budget Submissions**

*Mr. Mulrine mentioned that the budgets for the other departments and outside agencies will be presented in March.*

**Plain Dealing Demolition**

*Mr. Mulrine provided an update on the Plain Dealing Demolition Project.*

**Caroline County Board of Education Warehouse Project**

*Mr. Mulrine provided an update on the BOE Project, and having the Town provide a letter of support for the project, but acknowledging, that the Town cannot waive the connection fees.*

*Mr. Mulrine also gave an update on the YMCA Project.*

*Mr. Mulrine is going to reach out to MDE to see if any funding can be identified to assist the BOE with the water and sewer allocation permit fees, which are about \$36,000 for the warehouse.*

**Wastewater Treatment Plant Project**

*Mr. Mulrine provided an update on the WWTP Ultra Violet – Liner Repair Project.*

**Fourth Street Tennis Court Hours**

*The Council reviewed and discussed a letter received from residents about the hours the Tennis Courts can be used. The Council previously approved for a trial period to reduce the hours for the park to close at dusk, due to other resident's complaints.*

*Mr. Mulrine recommended extending the hours back to 9PM, with the exception for later, when the School Team are practicing or when an adult is present, and to hold off on the resurfacing project until the off season.*

*The Council was in support of the recommendation.*

**Strategic Plan**

*The Council made a final review of the strategic plan draft; asked for the Town Administrator to circulate to Staff to obtain feedback so the Council can move forward with adoption.*

**Highway User Revenues**

*Mayor McNinch asked for letters of support and encouraged everyone to attend the State Legislator Municipal Highway User Revenue Hearings that are scheduled for March 2, at 1PM.*

**Town Board of Appeal Hearing**

*Mr. Mulrine mentioned that there will be a Town Board of Appeals Hearing on March 7, 2017 at 6:30 PM.*

**Commercial Real Estate Taxes**

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*Mr. Mulrine shared a Real Estate Revenue Tax Comparison done by staff on commercial properties, breaking down the revenues received between Municipal and County.*

**Communications**

*The Council discussed and requested improving communication and responses to the County.*

*With no further discussion, Mayor McNinch adjourned the meeting at 8:09 PM.*

*Respectfully submitted,  
Karen L. Monteith,  
Clerk - Treasurer*