

September 7, 2017

Executive Session – 6:30 PM

Executive Session – 6:30 PM – Open Meetings Act, Maryland Code Annotated, General Provisions Article, § 3-305(b) (2014) (1) discuss: (i) Personnel - Town Administrator's Performance Evaluation

At 6:30 PM, Councilman Branson made a motion to hold an Executive Session to discuss a personnel item, seconded by Councilman Lister. The motion passed unanimously.

This session was held in the second-floor training room at the Denton Town Hall, 4 N. Second Street.

Present

Mayor McNinch, Councilmen Lister, Branson, and Johnson were all present and Councilman Porter arrived at 6:36 pm.

Mr. Don Mulrine, Town Administrator, was also in attendance.

Discussion

The Annual Performance Evaluation of the Town Administrator was conducted. No action was taking during this session.

At 6:55 PM, Councilman Lister made a motion to close the Executive Session, seconded by Councilman Porter, passing unanimously.

The Executive Session was closed and the Council relocated to the meeting room to prepare for their Regular Monthly Meeting.

Regular Meeting

Mayor McNinch called the Regular Meeting of the Denton Town Council to order at 7:00 PM on this date, leading everyone in the Pledge of Allegiance to the Flag.

Mayor McNinch announced, for the record, that the Town Council had held an Executive Session prior to this meeting to conduct the Town Administrator's Annual Performance Evaluation. All Council Members were present, and the meeting ended at 6:55PM, and that no action was taken during the closed session.

Mayor McNinch thanked everyone for coming and asked that the record reflect that all Council Members were present for the Regular Monthly meeting as well.

Councilman Branson made a motion to approve the minutes of the August 3, 2017 Regular Meeting as presented, seconded by Councilman Johnson. The motion passed unanimously.

Public Hearing

None

Petitions, Remonstrance's, and Communication**Proclamation – Athletes**

Mayor McNinch announced that Proclamations of recognition were recently provided to many local Athletes during a special ceremony held during Summerfest. Mayor McNinch read one of the proclamations for Alison Ward of the North Carolina Bulldogs Softball Team as the Maryland State High School Champions, and again congratulated all the recipients – of the North Carolina Bulldogs Softball Team; the North Carolina Bulldogs Wrestling, Maryland State Champions; Maryland State Gold Medalist for Maryland Special Olympics; and the Maryland State Softball Champions.

Proclamation – Bishop Esther Murray

Mayor McNinch read a proclamation expressing the Council's sincerest sympathy in the passing of Bishop Esther Murray, a lifelong resident of Denton. The proclamation will be provided to former Mayor Mrs. Victoria Goldsborough to present during Bishop Murray's memorial services.

USDA Letter

Mayor McNinch shared a letter received from Ms. Kathy Beisner, Acting State Director for USDA Rural Development for Maryland and Delaware. Ms. Beisner's letter thanked Town Staff for welcoming Ms. Anne Hazlett, Assistant Secretary for Rural Development, to Town and giving her a tour of the Chesapeake Culinary School.

Mr. Mulrine provided additional information.

Maryland Rural Development Corporation Award

Mayor McNinch shared that the Town received an award for Denton's collaboration with the 2016 Green Summer Youth Program.

Mr. Mulrine provided a synopsis of the program and the Town's involvement.

DHCD Letter – Upcoming Homeless Grant Information

Mr. Mulrine provided a synopsis of a letter from DHCD announcing the schedule for applying for the upcoming Homeless Grant Program. For several years now, the Town has applied for funding and been the recipient of grant funds for the His Hope Haven Shelter. Staff will work on submitting an application for the upcoming year.

Councilman Johnson announced that the local shelter will open back up in eleven days.

Ordinances and Resolutions

Resolution # 846 - Waterway Improvement Fund (WIF) Grant FY19

A Resolution of the Town of Denton approving the application and receipt of financing for a Waterway Improvement Fund (WIF) Grant, to be funded by the Maryland Department of Natural Resources. The project is to construct a floating dock that will attach to the existing dock. This will allow for boaters to exit boats safely, no matter what the tide level. It will also allow for handicap boaters to exit and proceed up a ramp to the visitor center or the parking lot. Project is estimated to cost \$191,650.00

Councilman Branson made a motion to approve the Resolution, seconded by Councilman Porter.

In discussion: Mr. Mulrine provided a summary of the proposed project.

Councilman Porter questioned where the matching grant funds will come from.

Mr. Mulrine explained that the Town has three-years to seek other funding to cover the match requirements, and they will continue to work on finding additional funding for the match.

With no further discussion, Mayor McNinch called for a vote on the motion to approve Resolution #846.

The motion was approved, passed unanimously.

Reports of Officers, Boards, and Committees

Mayor McNinch commended Officer Hall for going above and beyond in the community and asked for the Chief to relay the Council's appreciation for all his efforts.

Councilman Lister was pleased to announce that the Finance Dept. is now accepting credit card payments and thanked staff for getting this accomplished.

Unfinished Business

Agenda #1- Public Works Propane Service

Councilman Porter made a motion to bring this item off the table for discussion, seconded by Councilman Johnson. Discussion continued from the July meeting regarding switching propane suppliers as the Council reviewed proposals.

Councilman Porter made a motion to award a contract to Tri Gas and Oil. Seconded by Councilman Branson, passing unanimously.

Agenda #2 – FY2018 Water & Sewer Fund Budget

The FY2018 Water Fund and Sewer Fund budgets were presented for discussion and consideration or adoption.

Mr. Mulrine provided additional details and answered questions.

Councilman Porter made a motion to adopt the FY2018 Water and Sewer Fund Budgets. The motion was seconded by Councilman Lister, passing unanimously.

New Business**Agenda #1 – Quality Staffing Services Contract**

Mr. Mulrine submitted a contract from Quality Staffing Services which outlined the details of a staffing service contract to assist with hiring a temporary part time person for the visitor center. Mr. Mulrine shared that going this route will allow the Town additional planning time to create the job description for a Tourism Coordinator to run the program for the Town.

Councilman Lister made a motion to enter into a contract with Quality Staffing Services, seconded by Councilman Johnson, passing unanimously.

Agenda #2 – Central Library Request to use the Visitor Center

Mr. Mulrine shared that the Caroline County Library would like to tour and hold an employee luncheon at the Visitor Center on Columbus Day on Oct. 9th. Mr. Mulrine also shared that Mrs. Doncella Wilson, of the Fire Flies, would like to use the center for an upcoming committee meeting; as well as the Eastern Shore Leadership would like to use it on Oct. 17th.

Councilman Porter made a motion to approve use of the Visitor Center for these three organizations, seconded by Councilman Branson.

Additional discussion was held in which Councilman Johnson directed staff to make sure there is a Use Agreement signed prior to each event.

With no further discussion, Mayor McNinch called for a vote on the motion to approve the use of the Visitor Center for these organizations.

The motion passed 4-1 with Councilman Lister abstaining.

Agenda #3 - Election Judge Appointment

Mr. William Clemens has been serving as an Election Judge on the Town's Board of Supervisors of Election for several years. With Mr. Clemens recently becoming an employee of the Town, the Council is requested to appoint another qualifying resident to fill the vacancy on the Election Board.

The Council directed Staff to post the vacancy on the Town website and Facebook seeking letters of interest and to bring back for appointment in October.

Agenda #4 - Visitor Center Rental Agreement

A draft rental agreement was provided and discussion was held.

Mayor McNinch asked for staff to send the draft to Council in an electronic format and asked for board members and Town Attorney to review and provide feedback.

This item will be on the October agenda.

Agenda #5 - Walmart Grant -Police Dept.

Chief Cox shared a letter that was recently submitted to Walmart as part of a \$2,500 Grant request. These funds will supplement the grant recently requested in the amount of \$10,000 from the Ben Roethlisberger Foundation for the purchase of a police K-9 dog. Chief mentioned that the K-9 purchase is \$10,100.00. The additional grant requested from Walmart will cover the difference of \$100 not covered by the Roethlisberger \$10,000 grant.

Chief Cox indicated that K9 Bart will be retiring soon and the Department is looking to replace him.

Chief Cox also shared that the Dept. was recently awarded a \$17,000 Grant from the GOCCP to run 2 Citizen Police Academy's.

The Dept. has also applied for a BYRNE Grant of \$24,000 to replace and update computer equipment in the police cars.

This item was informational, no action was taken.

Miscellaneous

With the Town Administrator's Performance Evaluation now complete, Councilman Johnson made a motion to provide a 2% Merit Increase to the Town Administrator, retroactive to July, the same date that applied to all other employees. The motion was seconded by Councilman Lister, and passed unanimously.

Mayor McNinch shared that she will be hosting a Social for Elected Official at the Visitor Center on Sept. 28, and invited other members to attend.

Mayor McNinch recently attended the Maryland Municipal League Board Meeting and shared that the big topic of discussion was on Opioid Addictions. She will continue to keep the Council informed on their discussions.

Mayor McNinch recently attended the FED-UP Program on the Court House green last week, became Narcan Certified and spoke on how valuable the program is to the community.

Mayor McNinch serves on the Maryland Municipal League Legislative Committee and shared that reinstatement of the Highway User Revenues will be the Committee's priority again this year.

Mayor McNinch announced that her and Mr. Mulrine will be attending the MML Fall Conference on Oct 12 & 13.

Mayor McNinch announced that she will be going to the elementary school again this year to talk about Government and promote participation in the "If I Were Mayor Contest". She invited Council members to join in on this rewarding experience.

Mayor McNinch talked about Summerfest, commendable to all the Town employees and CCRP Staff for putting on a wonderful event.

Mayor McNinch attended the St. Luke's Blessing Box Dedication, and suggested a proclamation be prepared for the kids that made this happen.

Mayor McNinch recently attended the 4-H Diamond Clover Award Ceremony honoring Jeremy Fisher, and congratulated him on his dedication to the community.

At the request of the Mayor, a Working Session was scheduled for Sept. 18, 2017 for 6:30 pm.

Mr. Mulrine shared a rendering of a proposed new sign for Crouse Park, for the Visitor Center. Discussion about what to include on the sign was held. Mr. Mulrine will have the rendering modified to account for the Council's recommendations.

Mr. Mulrine provide an update on the Sharp Road Project.

Councilman Johnson announced:

- *N.U.T.S. (Neighbors United to Serve) will be serving Thanksgiving Dinners again this year. Calvary Baptist Church will cap around 1100 meals.*
- *Calvary Baptist Church is hosting a day and serving a meal for First Responders on Sept. 24.*
- *Calvary Baptist Church is collecting supplies for the Hurricane victims and they will be attempting to stuff the cars of those attending the First Responder Event.*
- *Supplies are also being collected at the Town Office.*

With no further discussion, Mayor McNinch adjourned the meeting at 8:17 PM.

Respectfully submitted,



*Karen L. Monteith,
Clerk - Treasurer*

