

**March 5, 2020**

**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 thanked everyone for coming and asked that the record reflect that all Councilmembers were present.*

*Councilman Branson made a motion to approve the minutes of the February 6, 2020 Regular Meeting as presented; seconded by Councilwoman Wilson, passing with 3 votes. Mayor McNinch and Councilman Johnson both abstained from voting as they were absent from the February 6<sup>th</sup> meeting.*

*Upon review of the minutes of the February 24, 2020 Working Session, Councilman Johnson asked to have the closing of the meeting to reflect the action was taken by Mayor McNinch and not Vice Mayor Branson.*

*Councilman Johnson made a motion to approve the amended minutes of the February 24, 2020 Working Session, seconded by Councilman Lister. The motion passed with 4 votes. Councilwoman Wilson abstained from voting due to being absent for the February 24<sup>th</sup> Working Session.*

**Public Hearing**

**Southern States Project – 2<sup>nd</sup> Hearing**

*Mayor McNinch opened a Public Hearing at 7:02 PM to receive public comments on the Southern States Property Project, located at 1000 Market Street, Denton Maryland.*

*Mayor McNinch asked for comments from the State: there were none*

*Mayor McNinch asked for comments from the County: there were none*

*Mayor McNinch asked for comments from the Council:*

*Councilman Johnson commented on the improvements to the infrastructure on the property will make it safer today, than when the Town acquired the property.*

*Mayor McNinch asked for comments from the Public:*

*Ms. Lynn Keckler, Director of His Hope Ministries, provided an update on the improvement being made to the dwelling to prepare for the His Hope Ministries Denton Senior Haven Housing Project. Thanking the Town Council for their continued support and mentioning that HHM is planning to have the dwelling ready for occupancy by April 24<sup>th</sup>. Ms. Keckler announced March 11<sup>th</sup> & March 14<sup>th</sup> are scheduled workdays on the property, inviting everyone to come volunteer time to help get the house ready for occupancy.*

*Ms. Keckler submitted a rendering of another Homeless Shelter as a model for the Council to consider as they plan for the future use of the former Southern States parcels. She shared the need in the community to have a permanent year around 24-hour homeless shelter. As the Council explores use of these parcels in the future, that HHM could accommodate the shelter needs with 2.5 acres. She talked about the advantage of having a shelter located in this area and thanked the Council for their time.*

*With no further comments, Mayor McNinch closed this public hearing at 7:07 PM.*

**Petitions, Remonstrance's, and Communication**

**Caroline County States Attorney's Office Monthly Report**

*The States Attorney's February Monthly Activity Report was reviewed.*

**His Hope Ministries Letter**

*Mayor McNinch acknowledged having received His Hope Ministries Annual Notice requesting funding support and outlining what services they provide for the community.*

**Non-profit Affiliation**

*Mr. Chris Drummond, Town Attorney, clarified the roles and responsibilities for when a Town Council Member and Town Staff serve on a Non-Profit Board, such as with Councilman Johnson, Councilwoman Wilson and the Clerk-Treasurer, Karen Monteith whom are all currently serving as volunteers on the His Hope Ministries Board.*

*Mr. Drummond discussed Chapter 14 of the Town Code, and gave his opinion on the Administrative Duty of the Clerk-Treasurer's responsibilities for the Town and still being able to serve as the Treasurer on a Non-Profit Board having an affiliation with the Town. Mr. Drummond stated that the Town Clerk may serve both agencies. He further explained his opinion is because as the Town Clerk, her responsibilities do not affect the disposition or a decision with respect to matters between the Town and His Hope Ministries.*

*The role and responsibilities are different for that of a Town Board Member, in that a Board Member does make decisions on matters between the Town and His Hope Ministries, and therefore should refrain from discussion on items pertaining to the Non-Profit Board in which they also serve on.*

*Councilman Johnson added that in his position as a State Employee, he must also comply with additional State Ethics regulations, which also restricts his participation in such discussions.*

**Veterans Parade Update**

*Mr. Royce Ball and Mr. Bruce Wakefield, of the Mid-Shore Veterans Group, provided an update on the April 3, 2020 Veterans Parade Planning.*

**Ordinances and Resolutions**

**Resolution #871 CDBG Grant - His Hope Ministries Home**

*A Resolution of the Town of Denton approving the submission of an application and receipt of financing for a Maryland Community Development Block Grant seeking funding on behalf of His Hope Ministries to purchase 908 Market St. to use the 6-unit apartment building to house the Unaccompanied Youth Program.*

*Action on this Resolution was deferred from the February 6, 2020 Agenda, to ensure having enough Council members present that could take action.*

*Councilman Johnson and Councilwoman Wilson, both serving on the HHM Board recused themselves from discussion on this item.*

*Councilman Branson made a motion to approve Resolution #871, seconded by Councilman Lister.*

*In discussion, Mr. Don Mulrine, Town Administrator, provided an overview of the proposed project.*

*Mr. Drummond spoke about the current zoning on this parcel and stated that it may require a Board of Appeals Special Exception Hearing to amend the zoning for a change in use. Mr. Drummond will work with Staff to do some more research.*

*With no further discussion, Mayor McNinch called for a vote on the motion to approve Resolution #871.*

*The Resolution passed with 3 yes votes.*

**Reports of Officers, Boards, and Committees**

*Councilman Johnson shared a concern and suggestion he had received about improving the parking at the Visitor Center. Lt. George Bacorn recommended to refer any concerns to the Denton Police Dept. and they will address them.*

*Mayor McNinch provide a Legislative Session Update, stating she attended the Highway User Revenue Hearing today and it looks promising that the Municipalities may received additional funding in Fiscal Year 2021.*

*Mayor McNinch attended the Rural Caucus Meeting, stating they are working on a unified grant application process, just something to keep watch on.*

*Eastern Shore Association of Municipalities Meeting scheduled for the spring will include Salisbury University coming to talk about utilizing their intern program.*

*District 36 Legislators are hosting a meeting at the State Capital Building on March 23, 2020.*

*Mayor McNinch and Councilman Johnson recently hosted Boy Scouts, who held a mock Town Council Meeting in the Chambers.*

*Mayor McNinch and the Town Administrator will be visiting Denton Elementary School 4<sup>th</sup> Graders soon to talk about the upcoming Maryland Municipal League "If I were Mayor Essay Contest". Other Council Members were invited to participate and volunteer to come read and judge the essay's on April 7<sup>th</sup>.*

*The Caroline County Commissioners Tax Differential Meeting will be held on Tuesday, March 10, in Preston.*

*Councilman Johnson mentioned that both the County and the Town's Constant Yield Tax Rate Certification received from the State reflects a lower tax rate for Denton properties, which is a result of the real property tax assessment increasing.*

**Unfinished Business**

**Agenda #1- Deed of Road Dedication**

*A Deed of Road Dedication for Briarwood Circle and Sage Drive at Sandy Meadows Subdivision was submitted for consideration of approval by the Town Council.*

*Mr. Chris Drummond stated that they are still working on the amendment to the Public Works Agreement and asked that the Council approve the Deed of Road Dedication contingent upon approval of the Amended Public Works Agreement.*

*Mr. Tracey Shultz, Managing Partner of Sandy Meadows II, LLC, addressed the Council and stated that he supports signing the Amended Public Works Agreement authorizing the Town to not issue any Use and Occupancy Permits for new construction, if there is any damage that occurs to the sidewalks, roads and or curbs as a result of the new construction*

*Councilman Johnson made a motion to approved the Deed of Road Dedication, contingent upon a signed Amended Public Works Agreement, satisfactory to the Town Attorney. The motion was seconded by Councilman Lister, passing unanimously.*

**Agenda #2 – 2020 CENSUS**

*Staff announced that the 2020 Census will begin mid-March 2020, and that it is time to encourage all residents to participate and be counted. **MML #MDBeCounted** – everyone counts and is important. Staff shared that several outreach events have been scheduled to be held around Town to promote participation and to make the iPads available for residents to use to submit responses online. This is to help those that may*

not otherwise have a source to respond electronically. Staff also shared a listing of federally funded projects the Town has been able to complete over the past decade, using funding that was allocated and is based on the Census count.

**New Business**

**Agenda #1 – Lease – His Hope Ministries**

A Lease Agreement between the Town of Denton and His Hope Ministries, Inc. for the use of 1000 Market St. for a 4-year lease for the Denton Senior Haven.

Councilman Johnson and Councilwoman Wilson recused themselves from discussion.

Councilman Lister made a motion to accept the Lease with His Hope Ministries, seconded by Councilman Branson, passing with 3 votes.

**Agenda #2 – Lease – Denton Main Street Office**

Councilman Lister made a motion to approve and renew the lease with Downtown Denton Main Street for the use of office space at 323 Market St. Unit #201 for an additional 2 years. Seconded by Councilman Johnson, passing unanimously

**Agenda #3 – Sandy Meadows Public Works Agreement Amendment**

Mr. Drummond provide an overview of the agreement and discussed the amendments.

Councilman Lister made a motion to accept the Public Works Agreement as amended by the Town Attorney, seconded by Councilman Johnson.

In discussion, Councilman Johnson instructed Staff to make sure the Town inspects the area before issuance of a building permit for new construction and after, to properly document the condition to determine if there is any damage.

With no further discussion, Mayor McNinch called for a vote on the motion to accept the Amended Public Works Agreement with Sandy Meadows.

The motion passed unanimously.

**Agenda #4 - Second Street Pump Station VFD**

Denton Public Works submitted a request for an emergency repair to be made at the Second Street Pump Station to replace pump VFD #2. Mr. Mark Chandler, Superintendent of Water & Wastewater Operations, shared that on February 3, 2020, a widespread power outage occurred throughout Town. During that same time, an alarm was issued that the VFD went into failure. After troubleshooting, it was determined the VFD was beyond repair. An insurance claim has been filed and approved by LGIT for the repair, based on a quote received from Micro-Tech Designs, Inc. for \$13,215.00, less \$1,000 deductible. The quote includes replacing the VFD, programming and integration of the unit into the Town's SCADA System, restoring automatic operation to the pump.

Councilman Johnson made a motion to approve the repair as submitted, seconded by Councilman Lister, passing unanimously.

**Agenda #5 - Planning Commission Representative**

Councilwoman Wilson made a motion to nominate Councilman Johnson to be the Ex Officio Member - liaison between the Planning Commission and the Town Council. Seconded by Councilman Branson, passing unanimously.

**Agenda #6 - Utility Commission Appointment**

Councilman Johnson made a motion to reappoint Mr. Al McCullough for a four-year term on the Denton Utility Commission, seconded by Councilman Lister, passing unanimously.

**Agenda #7 - Utility Commission Appointment**

*Councilman Branson made a motion to reappoint Mr. Leroy Womer for another five-term on the Denton Utility Commission, seconded by Councilman Lister, passing unanimously.*

**Agenda #8 - Lease Agreement – Cambio WIFI Office**

*Councilman Lister made a motion to approve a Lease Agreement for office space at 323 Market Street with Cambio Wi-Fi, seconded by Councilman Johnson.*

*In discussion Mr. Mulrine explained the terms of the lease.*

*With no further discussion, Mayor McNinch asked for a vote on the motion to approve the lease.*

*The motion passed unanimously.*

**Agenda #9 - Lease Agreement – HotDesk Office**

*Councilman Lister made a motion to renew the Lease for the use of office space at 323 Market Street with Eastern Shore Entrepreneurship (HotDesks). The motion was seconded by Councilman Johnson.*

*In discussion, Mr. Mulrine shared that due to this being a free resource center for local businesses that the renewal will continue to be rent free for another year.*

*With no further discussion, Mayor McNinch asked for a vote on the motion to approve the lease.*

*The motion passed unanimously.*

**Miscellaneous**

*None*

*With no further discussion, Mayor McNinch adjourned the meeting at 8:07 PM.*

*Respectfully submitted,*

*Karen L. Monteith,  
Clerk - Treasurer*