Town of Millington

Mayor and Council Meeting Minutes

September 8, 2026

Presents: Mayor Kevin Hemstock
Council John Amado
Council Wayne Starkey

Town Administrator: Jo Manning

Public & Others: Karen Ruff, Town Attorney; Frank Hodgetts and Mike Sheedy

Call Meeting to Order: Mayor Kevin Hemstock called the meeting to order at 6:30 pm.

Minutes from the previous meeting: A motion to approve the minutes for August 11, 2026, was entered by Council Starkey; a second by Council Amado, a vote of 3-0 was entered.

Kent County Sheriff's Report: Report reviewed.

Susquehanna Operational Services Report: Report reviewed.

Code Enforcement Report: Report reviewed.

Rental Property Report: Report reviewed.

Town Administrator Report: Report reviewed

Financial Reports: Council reviewed financial reports including Balance Sheet, Profit & Loss, Budget to Actual, and Cash Flow for the current fiscal year. There were no questions.

Public Hearing: A motion to close the general meeting was entered by Council Starkey, a second by Council Amado, a vote of 3-0 was entered. A motion to open the public hearing was entered by Council Starkey, a second by Council Amado, a vote of 3-0 was entered.

Mayor Hemstock read into record Accessory Dwelling Units-Ordinance Amendment. There was no public comment. A motion to adopt was entered by Council Starkey and a second by Council Amado, a vote of 3-0 was entered.

A motion to close the public hearing was entered by Council Starkey and a second by Council Amado, a vote of 3-0 was entered. A motion to open the regular meeting was entered by Council Starkey and a second by Council Amado, a vote of 4-0 was entered.

Old Business:

Town Attorney Karen Ruff asked Council to review the MOU between the Fire Company and the Town. Mrs. Ruff asked Council not to share the MOU with any one from the Fire Company until it's ready. The MOU will be discussed at the October meeting; there was not a quorum present at this meeting as two members were absent and two of the three attending members are Fire Company officers/trustees.

Proclamation:

- Mayor Council declared October 10, 2026, as World Homeless Day.
- Mayor and Council declared September 28 thru October2, 2026, as Economic Development week in Maryland.

N**ew Business:** Mayor Hemstock introduced Resolution 2026-06- Adoption of Kent County Hazard Mitigation Plan. A public hearing will be scheduled for the November meeting. Brian Pearsell will attend the October meeting to answer any questions.

Admin Manning asked Council to approve the RFP for Code Enforcement Officer to be advertised over the next few weeks. Mayor Hemstock stated he would like to hire someone cheaper than our current contract with PMC. Council approved advertising for this position.

Town Attorney Karen Ruff asked Council to allow Frank Hodgetts to address Council prior to going into Closed Session. Mr. Hodgetts asked Council to adopt the Ground Lease Agreement, Public Works & Utility Agreement, and Subrecipient Agreement. He asked that they approve the existing draft documents knowing there will be future changes. Mr. Hodgetts explained these agreements need to be in place prior to CDA settlement. Council asked why the agreements were not final and needed editions to be made. Mrs. Ruff explained these agreements were to be finalized in August; but a delays were due to Mr. Hodgetts and his team. Mr. Hodgetts explained there were changes made by HUD and the many funding agencies. Mr. Hodgetts and Mr. Sheedy reiterated the importance to approve these documents this evening to keep settlement moving forward. The agreed upon permit fees will be paid at settlement to assure the issuance of the permit to begin construction. Mrs. Ruff asked if the project included the construction of Willow Street? Mr. Hodgetts and Mr. Sheedy said "NO" it's not in the budget. Admin Manning explained it was on the original plans approved by the Planning Commission during the preliminary site plan approval process; the plans recorded in the Kent County Court House. Mr. Sheedy asked to see the plans signed by the Planning Commission. Mr. Sheedy said if it's on the plans the Planning Commission agreed to, they will make it work. The Council asked Mr. Hodgetts and Mr. Sheedy to step out for Council to go into Closed Session to consult with Counsel to obtain advice regarding documents for Millington Senior Village project.

A motion to close the general meeting and open closed session was entered by Council Starkey, a second by Council Amado, a vote of 3-0 was entered. A motion to close the closed session and open the general meeting was entered by Council Starkey, a second by Council Amado, a vote of 3-0 was entered. Hemstock announced Council reviewed with the Town Attorney the

Subrecipient Agreement, the Ground Lease Agreement, and the Public Works and Utility Agreement.

A motion to approve the Ground Lease was by Council Starkey, a second by Council Amado, a vote of 3-0 was entered.

The public works & utility agreement is missing some information and needs to be filled in before the next meeting. Mayor Hemstock explained Council didn't have enough time to review the agreement; they will have to approve it at the next meeting. Mr. Hodges explained the agreements must be approved tonight; Mayor Hemstock said that they need more time to read the agreements, the Council can have a special meeting on September 15, 2026, at 5 pm.

Mr. Hodgetts asked when the Town will sign off on the permits. Admin Manning shared she is still waiting for the subcontractor list from Williow. Mr. Hodgetts asked Council to waive the subcontractor list, so he can keep the permit process moving. Admin Manning shared she needs to know the subcontractor to make sure they are certified in the trades; she can do a will serve letter if that is acceptable. Mr. Hodgetts said he will have the list of subcontractors to Admin Manning the week of Closing and will pay for the permits at settlement. Admin Manning explained she spoke with Willow and they are to contact her prior to the start date with a list of the subcontractors; at which time she will approve the permit.

Public Comments: No Comments

Council Comments: No Comments

Correspondence: No Correspondence

With no further business to discuss a motion to adjourn the regular meeting at 8:25 PM was entered by Council Starkey, second by Council Amado, a vote of 3-0 was entered.

Respectfully submitted,

Jill Starkey
Town Clerk