

Town Council of Centreville

May 2, 2024

7:00 p.m.

MINUTES

The May 2, 2024, Town Council meeting was called to order at 7:00 p.m. by President Ashley H. Kaiser at the Liberty Building located at 107 North Liberty Street, 2nd floor meeting room. The following members and staff were present: Ashley H. Kaiser, President; Eric B. Johnson, Jr., Vice President, Daniel B. Worth, and Jeffrey D. Kiel, Members; Carolyn M. Brinkley, Town Manager; Karen Luffman, Finance Officer; Ashley Russ, Finance Specialist; Sharon VanEmburch, Town Attorney; Chief Robert Hobbs, Centreville Police Department; and Gaye Adams, Town Clerk.

- Following the Pledge of Allegiance, Mr. Worth made a motion to approve the April 18th Town Council meeting minutes. Mr. Johnson seconded the motion, which passed unanimously.

Citizens Comments

No citizens offered comments.

Appearances

a. GTI Updates – Jeff Armstrong

- Ms. Kaiser introduced GTI, Green Thumb Industries, to provide the town with some updates. Jeff Armstrong addressed the odors the town had raised in regard to GTI's operations.
- In January of 2024 GTI presented a plan to the town on odor control. GTI hired Byers scientific to recommend an odor control plan with the goal of eliminating odors. This involved the purchase and installation of a molecular filtration system, or carbon scrubbing system inside the facility and a preliminary phase of odor control and an exterior atomization filtration system as a secondary means of odor control.
- GTI is committed to ongoing optimization and monitoring of this equipment in order to maintain the least amount of odor possible.
- The complete system is installed.
- GTI will continue to do baseline measurements and intend to turn on the full odor control system May 15, 2024.
- Per the December 13, 2023 letter, GTI concentrated their efforts and installed the molecular filtration systems on the extraction process, (inner booth space) the outer booth space, (Drying facility) and the CO2 space- (cooking room to make edibles).
- The post processing room does not need filtration.
- Cultivation harvest that is completed indoor -no controls were recommended by Byers Scientific.
- Going forward GTI will conduct a long-term monitoring plan- third party testing will occur each quarter. Each test measurement will be done with the filtration system on and off.
- GTI will schedule regular filter changes and calibrations to ensure odor control.
- Would like to meet with Symphony Village to provide updates. Ms. Kaiser offered to help facilitate a follow up. Two council members will attend again.
- Mr. Worth mentioned looking ahead to possible competitors and wanted GTI to provide odor metrics to the town. GTI agreed.
- Ms. Kaiser clarified that the town should have a codified metric for future plants to abide by going forward. GTI will ask the scientist what the CFL Level should be and report that back to the council.
- GTI currently has 207 employees.
- Mr. Johnson volunteered to attend the Symphony Village meeting. Mr. Johnson asked about

licensing. Mr. Armstrong stated they have two. Cultivation and Manufacturing.

- GTI has the largest share of the market. Number one in products it produces, number two in revenue with four dispensaries in the state- Hagerstown, Silver Spring, Bethesda, and Joppa.
 - They are looking to get more involved in the community, like veteran's affairs, supporting the community, and give donations etc.
- b. Queen Anne's County Arts Council – Porch Party Event – Fern Beau
- Ms. Kaiser then introduced the next appearance, the Arts Council. Ms. Beau spoke on behalf of the Arts Council and introduced the First Centreville Porch Party Event.
 - On Sunday October 6, 2024, the Queen Annes Arts Council would like to host its first annual Porch Party.
 - The event would take place from 2-6 p.m., immediately following the farmers' market.
 - Planned as a community event with live music, food trucks, local breweries, and artisans. Musical performances will take place on the beautiful front porches and historic buildings of downtown Centreville, including the lawn of St. Paul's Church.
 - There will be a variety of musical genres to draw a diverse audience: jazz, blues, party rock, country rock, contemporary, Latin, and orchestral sounds, with a rhythm and blues grand finale on the courthouse square.
 - The Arts Council will partner with local businesses, community organizations and restaurants for sponsorship and specials for the day.
 - The Arts Council is providing \$100,000 for the event. Sponsorship, advertising, and marketing.
 - The Arts Council asked for assistance from the town. After listing what the Arts Council needs from the Town, Ms. Kaiser made a motion to decide on these one by one.
 - Need assistance from the Town to close Lawyers Row-Ms. Kaiser motioned to extend closure until 7 p.m. Mr. Johnson seconded; the motion passed unanimously.
 - One day liquor license-Ms. Kaiser stated the Council can give the allowance of the public consumption of alcohol after the Arts Council has obtained a liquor license from the County.
 - Help with Town Square-Ms. Kaiser state this is a county item as well. Ms. Brinkley stated that Ms. D'Agostino, Main Street Manager, can help with the Town Square.
 - Traffic Management-The Arts Council will need to coordinate with the Centreville Police Department.
 - Banner at Millstream Park- Would like a banner up two weeks before the event. Ms. Brinkley will follow up with administrative staff to see if those dates are available to display the banner.
 - Ms. Beau asked the Town Council to be a Sponsor. Ms. Kaiser made a motion to give \$500.00 out of the current FY24 budget in support of the event. Mr. Johnson seconded the motion. The motion passed unanimously.

Public Hearing

- a. Resolution 09-2024- Charter Amendment- Section 701- Second Reading-Sponsored by Council Member Beauchamp
- The public hearing for Resolution 09-2024 was called to order at 7:24 p.m.
 - Ms. Kaiser read the public hearing address. Ms. Kaiser provided background in Mr. Beauchamp's absence.
 - Resolution 09-2024 was introduced for the purpose of amending the Town Charter to revise the reporting structure for the Chief of Police.
 - Ms. Adams presented evidence of the published notice of this hearing.
 - Ms. Kaiser asked for all those in favor of Resolution 09-2024 as well as those opposed to 09-2024. There being no comments, Mr. Worth made a motion to adjourn the public hearing. Mr.

Kiel seconded the motion, which passed unanimously. The public hearing for Resolution 09-2024 adjourned at 7:27 p.m.

Old Business

- a. Ordinance 03-2024- IBC Code- Second Reading – Council President
 - Ordinance 03-2024 was introduced for the purpose of updating the building codes for the Town of Centreville and providing for amendments thereto.
 - Ms. Brinkley stated the public hearing would be held at the Town Council meeting on May 16, 2024.

- b. Ordinance 04-2024 – FY25 Budget- Second Reading – Council President
 - Ordinance 04-2024 was introduced for the purpose of adopting a budget for the Town of Centreville Fiscal Year 2025.
 - Ms. Brinkley stated nothing different from the last meeting. A public hearing is scheduled for May 16th with a vote scheduled for June 6, 2024.

- c. Resolution 09-2024- Charter Amendment- Section 701- Second Reading-Sponsored by Council Member Beauchamp.
 - Ms. Kaiser asked if to the Council would like to vote or delay until Council Member Beauchamp had returned. Mr. Johnson made a motion to approve Resolution 09-2024. Mr. Worth seconded. A roll call vote was taken.

Council Member	Yes	No	Abstain	Absent
Council Member Beauchamp				X
Vice President Johnson	X			
President Kaiser	X			
Council Member Worth	X			
Council Member Kiel	X			

- d. Resolution 10-2024 – Parking Spaces – Sponsored by Council President Kaiser
 - Resolution 10-2024 was introduced for the purpose of removing four (4) parking spaces from the East side of Liberty Street in front of 100 Courthouse Square.
 - Ms. Brinkley wanted to ask the Council to delay it until the June meeting. Ms. Brinkley would like clarification on what the Council considers the last space. Ms. Kaiser stated the one closest to Lawyer’s Row is the last space.
 - Ms. Kaiser wanted to enforce the cars only parking first, review that data from the Centreville Police Department, then bring this back for discussion.

New Business

- a. Employment Agreement for Police Officers
 - Chief Hobbs stated the contract would provide protection to the Town in regard to money invested in the recruit.
 - Ensures 3-year service commitment after officer begins service.
 - Ms. VanEmburch has approved the contract and stated a motion is fine to approve moving forward.
 - Mr. Johnson made a motion to approve the contract; Mr. Kiel seconded. The motion passed unanimously.

- b. Resolution 11-2024 – Telework Policy-Sponsored by Council President Kaiser

- Resolution 11-2024 was introduced for the purpose of adopting a telecommuting policy for Town employees.
 - Ms. Brinkley stated this policy was created for employees to provide guidelines and procedures.
 - Ms. Kaiser stated to attract top staff this is good to have. Ms. Kaiser questioned why a resolution was necessary.
 - Ms. Brinkley stated all policy changes must be made by resolution per the Town Attorney.
 - Mr. Worth made the motion to approve Resolution 11-2024. Mr. Kiel seconded the motion, which passed unanimously.
- c. Resolution 12-2024- Credit Card Policy- Council President
- Resolution 12-2024 was introduced for the purpose of adopting a credit card policy for Town employees.
 - Ms. Russ, Finance Specialist, provided information on the policy.
 - Ms. Russ stated that the policy is necessary due to switching banks and wanted to provide guidelines and policies as well as an allocation of a credit card.
 - This has been reviewed by the Town Attorney.
 - Mr. Johnson made a motion to approve Resolution 12-2024. Mr. Worth seconded the motion, which passed unanimously.

Reports of Boards and Commissions

- a. Maryland Municipal League
- Nothing to report at this time.
- b. Council of Governments
- Mr. Kiel stated nothing to report but the next meeting is May 8, 2024 at Mamma Mia's at 6:30 p.m. and the Town of Centreville is hosting.
- c. Economic Development
- Monday May 6th at 5:30 p.m. a Housing Exploratory Committee will meet on housing affordability. The meeting will be held at the Center for Military and Veteran Families on Kent Island at the Bay Bridge Marina. There is a Zoom link to participate virtually therefore, everyone should reach out to Council Member Johnson for that link.
 - Wednesday May 8, 2024 5:30 p.m. the CREDE monthly meeting will be held at the YMCA conference room
- d. Park Advisory Board
- Nothing to report at this time.
- e. Planning Commission
- A letter is being drafted to go out to property owners regarding the zoning changes approved by the Commission.
 - Town Planner Stacey Dahlstrom and Regional Planner from the Maryland Department of Planning, David Dahlstrom, gave a history of how the town came to the current TND planning and development to give an idea on how the zoning would look like with the Providence Farm annexation.

Correspondence

- Concourse d'Elegance – Mr. Phipps has asked for the closing of Lawyers Row for a Motoring Tour on June 8th at 10:30am. Mr. Beauchamp asked Mr. Phipps to reach out to Main Street Manager Carol D'Agostino. Ms. Brinkley clarified that Ms. D'Agostino did not state that the street should be closed,

just parking spaces reserved.

- Ms. Kaiser stated it is for a closure of approximately 40 minutes.
- After some discussion, Mr. Johnson made a motion to close Lawyers Row on June 8, 2024 at 10:30 a.m. for approximately 40 minutes. Mr. Kiel seconded the motion, which passed unanimously.
- Shore Rivers and the Chesapeake Legal Alliance- They have asked the town to establish a pilot program that exceeds current State permit requirements by utilizing reverse osmosis and to address other toxins.
 - Ms. Kaiser asked Ms. Brinkley if the town had sought their feedback throughout our wastewater treatment plant updates and Ms. Brinkley stated that yes, the Town has been in constant contact with these organizations during the planning of the plant upgrade.
 - Mr. Worth stated these groups are asking for things beyond what is required in other municipalities. Mr. Worth has done the math, and the discharge would be cleaner than it is now.
 - To add the reverse osmosis would cost an additional \$10-\$15 million making the plant cost upwards of \$50 million. Those same interest groups that want the reverse osmosis would not want the amount of development that the town would have to allow to recoup the funds.
 - Ms. Brinkley met last week with the engineers, MDE, Town Staff, a representative from Shore Rivers and Corsica River Conservancy. A power point was given by MDE on the non-point pollution that goes into the river. Right now, the total nitrogen that goes into that river the Town contributes .5%. The total Phosphorous the Town contributes is .3%. The Town currently exceeds the safe levels more than the state requires and when upgraded, the plant levels will be even lower.
 - Mr. Johnson commented that going forward by adding this new technology the cost would be too cumbersome.
 - Mr. Kiel asked if the letter mentioned a farm? Ms. Brinkley said not at this time.
 - Ms. Brinkley stated that the Town contributes 2% to the health of the river and the Town is being asked to be responsible for 100%. Agriculture makes up the bulk of the non-point source pollution.

Reports Department Heads

- a. Town Manager
 - Ms. Brinkley reported the following:
 - Staff met Thursday May 2 for an ARPA planning meeting. At the June 6th meeting Ms. Luffman will present the items discussed.
 - Open enrollment is next week.
 - Asked Public Works to come in and discuss the lead and copper inventory required by the State. The town will put information on the website as well as send out an eblast informing citizens of what is required.
 - A fun lunch with staff at the Wharf, the town plans on doing it again soon.
- Chief of Police

Ms. Kaiser stated that she wishes she had the written report from the Chief of Police, and under traffic enforcement the Council would like to request that when the speed trailer is set up, they would like to see the data collected as part of the written reports.

Ms. Brinkley stated the Police Department is having issues with the camera and when it is up and working, the speed trailer data will be included in the monthly reports.
- Town Clerk

Ms. Adams informed the Council on becoming a Business of Character with the Queen Anne's

County Character Counts program. Ms. Kaiser would like full town support. Asking business to participate through our Main Street Program as well as have staff participate as a character counts coach and be given the time to do that. She stated she would love to see the Police Chief and other members of the Police Department participate in the Men Can Read program at the library. Ms. Kaiser would like to donate at the \$250.00 Gold Level. Mr. Worth made the motion to contribute \$250.00 to be a Character Counts Business. Mr. Kiel seconded the motion, which passed unanimously.

Citizen Comments

- Jaime Johnson, Little Kidwell Avenue, asked the Council what is happening with the Mill and that it is falling apart. Ms. Kaiser said the Town is aware and has been meeting with the owner. Ms. Kaiser said they have another meeting with the owner next week.

Council Roundtable

- Mr. Kiel stated that the water tower is clean.
- Mr. Worth attended a meeting with the County regarding the recreation center.
- Mr. Johnson mentioned that several County offices located in Centreville may be vacant soon. He stated he would like to meet with the County and get a timeline on vacancies and what the County's ideas are. Mr. Kiel stated he heard the County would like to sell them to private companies to put them back on the tax roll.
- Ms. Kaiser mentioned first Fridays are back starting the following evening, May 3rd. They will have many vendors and music. This will take place on the first Friday of each month from May-October in the town square from 6 p.m.-Sunset. Justin Singleton will provide the music.
- This Sunday the Farmers' Market is opening from 9-1 p.m.

Motion to Adjourn

Mr. Johnson made a motion to adjourn the May 2, 2024, Town Council meeting. Mr. Kiel seconded the motion. The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

R. Gaye Adams
Town Clerk

Council Action Items:

1. Approved the meeting minutes of April 18, 2024.
2. Approved Resolution 09-2024- Charter Amendment- Section 701 – For the purpose of amending the Town Charter to revise the reporting structure for the Chief of Police.
3. Approved Resolution 11-2024 – Telework Policy – A resolution of the town council of Centreville to adopt a telecommuting policy for Town employees.
4. Approved Resolution 12-2024- Credit Card Policy – A resolution of the town of Centreville to adopt a credit card policy for the town employees.
5. Approved \$500 donation to the Queen Annes County Arts Council -Porch Party
6. Approved \$250.00 donation to Character Counts – Business of Character