

Town Council of Centreville
June 6, 2024
7:00 p.m.

MINUTES

The June 6, 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; Jim A. Beauchamp, Daniel B. Worth, and Jeffrey D. Kiel, Members; Carolyn M. Brinkley, Town Manager; Karen Luffman, Finance Officer; Krystel Ebaugh, Human Resources Manager; Carol D’Agostino, Main Street Manager; Sharon VanEmburch, Town Attorney; and Gaye Adams, Town Clerk.

- Following the Pledge of Allegiance, Mr. Johnson made a motion to approve the May 16, Town Council meeting minutes with corrections. Mr. Worth seconded the motion, which passed unanimously.

Citizens Comments

No citizens offered comments.

Appearances

a. Carol D’Agostino- Main Street Manager- Drink Maryland

- Ms. D’Agostino reported that Centreville may no longer be the only Drink Maryland event in Maryland. The Town of Glen Burnie has expressed an interest in doing the same event. These events are providing business opportunities for the town.
- Last year were the highest raised funds in regards to corporate sponsorships which have been matched again this year.



Quick Statistics:

- The event will showcase over 40 Maryland Makers: 20 craft alcohol producers; one producer of non-alcoholic mixers; 16 juried artisans; and five food vendors.
- For the second consecutive year, we have sold out of space and raised \$5,850 in event sponsorship support.
- Plus, the event will feature four live music performances by Maryland musicians:

Chesapeake Sons and Philip Dutton and the Alligators. For the first time we will have a performance area on Lawyers Row. Performing on Lawyers Row will be Guthrie Matthews and Danah Denice.

- Ms. D’Agostino stated the following:
 - All vendor spaces have been sold out
 - New sponsor this year is Wye River Kennels
 - Event is popular with realtors
 - There is a new T-Shirt Sponsor this year
 - Shore United is the Lawyers Row music sponsor

Old Business

a. Ordinance 04-2024- FY25 Budget Ordinance- Consideration – Council President

- Ordinance 04-2024 was introduced for the purpose of adopting a budget for the Town of Centreville Fiscal Year 2025.
- Mr. Beachamp moved to approve the budget as presented. Mr. Johnson seconded the motion, which passed unanimously.

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			

b. 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.
- A temporary solution was tested by closing off the first space as well as notices. The test was successful.
- Mr. Johnson recommended keeping it the way it is. Ms. Kaiser asked for a consensus to do so. The council agreed.

New Business

a. ARPA- Remaining Funds-Council President

- Ms. Luffman presented the memo created through discussions with Town Staff, Public Works and the Town Manager Carolyn Brinkley to the use of the remaining ARPA funds.
- The Town must have these funds obligated by December 2024 and spent by 2026

Company	Description	Cost
Neptune	Portal to allow customers to see usage from their meter at any time and set up flags to catch leaks early. We currently use this company	\$13,500
Spatial Systems Associates, Inc.	This will be in conjunction with ESRI to create a state-of-the-art GIS system	\$251,732
Program Manager thru 12/31/2026	Program Manager to track programs/projects	\$300,000
Beacon E-Procurement for Public Agencies	RFP/Bid Archive	\$4,500
MOU to Public Works Department	Remaining unspent funds to be obligated to the Public Works Department to spend before 12/31/2026	\$2,014,928

- Mr. Beauchamp asked if the Neptune System had a recurring annual cost. Ms. Luffman stated yes. The annual cost is \$5000.00 and would be included in the operating budget. The \$13,500 cost is a one-time charge.
- Spatial Systems Associates' included cost is estimated at the highest level and a contractor will create the GIS system. This is a one-time charge. Once complete the Town can make additions and to have our own data.
- Mr. Beauchamp asked a question on the supporting documents for indexing and linking scanned documents. It states SSA will develop one GIS polygon feature for each scanned PDF document. What if a particular sight needs two polygons? Ms. Luffman will get back to Mr. Beauchamp with that answer.
- Continue the contract with the Program Manager we currently have. The current contract expires in February, and this would allow the contract to continue until December of 2026.
- E-Procurement-RFP/Bid Archive- the \$4500 is a recurring charge and would be included in the operating budget.
- Mr. Beachamp asked how many procurements the town does in a year. Ms. Brinkley stated it

varies, but on average 4-5.

- To close out the remaining ARPA finds, it was recommended to complete an MOU to Public Works for the remaining unspent funds totaling \$2,014,928. Ms. Luffman reported how it was explained during a training is, the Town draft an MOU to the public works department, and it would cover the required obligation.
- Ms. Kaiser clarified the funds are primarily spent on public works but, projects still must come to the Council for cost approval if over \$100,000.
- Mr. Kiel asked what projects have been considered for those funds. Ms. Luffman stated streets, however, federal earmark funds have been received for streets and federal money cannot be matched with federal money. She stated that staff have not really focused on exactly where to spend these funds yet, but some discussions have been equipment, buildings, or the upcoming sewer plant, but it will all be spent in Public Works.
- Mr. Beauchamp asked if the MOU could be created for \$2.1 million so if Spatial Systems came in under \$251,000 then the MOU takes that in to prevent money being lost.
- Ms. Kaiser would like the obligation to be an exact number.
- Ms. Luffman stated most of the considered projects are treatment plant related.
- Ms. Kaiser would like to have the MOU be the entire amount of \$ 2,584,660 with the knowledge of the four contracted items presented.
- Mr. Beauchamp asked if it mattered some are enterprise and some aren't. Ms. Luffman stated these expenses are all enterprise.
- Ms. Brinkley asked the Town Attorney, Ms. VanEmburch, if she had worked on creating an MOU for ARPA funds before. Ms. VanEmburch stated yes that she could pull an agreement together.
- Mr. Johnson made a motion to approve the remaining ARPA funds of \$2,584,660 to include the four contracted items and the remaining funds of \$2,014, 928 as an MOU to Public Works. Ms. Kaiser amended the motion to create the MOU with Public Works in the amount of \$2,584,660 with the understanding that funds will be spent on the first four items presented. Mr. Worth seconded the motion which passed unanimously.

b. Removal of Court House Elm Tree- Request for Street Closure-Council President

- Ms. Brinkley presented the following memo:

As you may be aware, the Elm located on the Court House square has died. Staff were contacted by Alan Quimby, Director of Public Works, Queen Anne's County, to advise that they will be sending out a Request for Qualifications (RFQ) to choose a contractor to remove the Elm tree. They have requested the closure of Lawyers Row when a date has been set which looks like it will be in the July/August timeframe. This could change depending on the contractor chosen.

They are requesting the approval from the Town Council to close Lawyers Row on two consecutive Saturdays to allow the contractor to complete the removal of the Elm. If the timeframe changes, it will be reported back to the Town Council. They are also working with the Town to avoid any scheduled Saturday events.

- Mr. Kiel made the motion to close Lawyers Row for two consecutive Saturday's. Mr. Beachamp asked to amend the motion and remove the word consecutive in case of a weather event. Mr. Worth seconded the motion which passed unanimously.

c. Summer Meeting Schedule

- Ms. Brinkley presented the following memo:

Each year the Town Council moves to a summer schedule in which meetings are held once a month in July and August. The Council also determines if there will be a second meeting in June.

Staff are requesting the Council determine the following:

1. Will there be a second meeting in June?
 - Currently scheduled for June 20th.
2. What is the date of the July meeting?
 - July 4th and July 18th are the normal meeting dates.
3. What is the date of the August meeting?
 - August 1st and August 15th are the normal meeting dates.

- After some discussion, the Town Council decided on the following dates:
 - June 20, 2024
 - July 18, 2024
 - August 1, 2024 and the August 15, 2004 meeting is TBD

- d. Resolution 14-2024- Annexation of the Lands of Robert H. Karen, Manager, Providence at Centreville-Sponsored by Council President Kaiser
 - Resolution 14-2024 was introduced for the purpose of annexing certain lands of Providence at Centreville, LLC into the Town of Centreville consisting of 279.586 acres of land, more or less, and to provide for the terms and conditions of the annexation.
 - Mr. Joe Stevens, representative of Providence of Centreville LLC, introduced a new resolution and requested a withdrawal of Resolution 07-2024. The primary change is removal of the R1 zone and replaced with TND zoning to reflect the State’s smart growth initiative.
 - Mr. Worth made a motion to withdraw Ordinance 02-2024 and Resolution 07-2024. Mr. Johnson seconded which motion passed unanimously.
 - Ms. VanEmburch explained the next steps are to introduce all the new resolutions and ordinances for Providence at Centreville and refer them to the Planning Commission for recommendation.
 - The Council requested the public hearing be scheduled for September 5, 2024, for annexation and zoning due to the significant advertising requirements.
 - Mr. Johnson made a motion to refer Resolution 14-2024, Ordinance 05-2024 and Ordinance 06-2024 to the Planning Commission for recommendations. Mr. Worth seconded the motion, which passed unanimously.
 - Mr. Beauchamp would like Mr. Stevens to discuss with Mr. Karen the abatement expiration date. Mr. Beauchamp would like the abatement to be sooner rather than later. Mr. Stevens will discuss that with Mr. Karen.
 - Mr. Beauchamp would like the annexation to contain right of way in the Annexation plan.
 - Mr. Kiel pointed out an oversight on Exhibit C- the Goodwill Fire Company will also provide ambulance services as well as fire services to that community.

- e. Resolution 15-2024 – On Call Policy – Council President
 - Ms. Kaiser asked if this policy was compliant with the new FLSA (Fair Labor Standards Act) rules and overtime. Ms. Ebaugh, the Human Resources Director stated that it was. Ms. Kaiser clarified that, due to information she had learned, she is concerned it is not compliant with the FLSA rules. Ms. Ebaugh said she will send it to the employment law attorney.
 - Mr. Worth asked if on-call was voluntary.
 - Ms. Ebaugh clarified that it would be rotated weekly among the staff in that department

Reports of Boards and Commissions

- a. Maryland Municipal League
 - MML conference is June 23-26.
 - Digital Library Log ins are all set for the council

- b. Council of Governments
 - Mr. Kiel stated he is the Vice President, and the next meeting will be held in September.

- c. Economic Development
 - Mr. Johnson stated that a meeting will be held on July 1, 2024, at 5:30 p.m. to meet and talk about the potential tiny homes project in Centreville.

- Ms. Kaiser felt his update is better in a roundtable discussion. Mr. Johnson respectively disagreed. Ms. Kaiser was concerned it was related to his private employment and that is a conflict.
 - Mr. Beauchamp stated since CREDE does not have anything formal with the Town that Mr. Johnson's updates are best suited for the Council Roundtable. Mr. Johnson conceded.
 - Mr. Johnson requested that the Economic Development Committee be on the next agenda.
- d. Park Advisory Board
- Suggestions for a movie for movie night was requested by the PAB. The PAB will be keeping the Fishing Derby and Movie Night on same night. Ms. Adams will bring movie suggestions to the June 20th meeting.
- e. Planning Commission
- Mr. Worth reported the following:
 - Reviewed annual report that will be submitted to the Md. Department of Planning.
 - Discussed TND Annexation amendment, noticed a 5-foot discrepancy which is not consistent with the side guidelines and would like to see that change.
 - Discussed Turpin Farm and other TND locations. The TND revisions for zoning ordinance will take time to amend.

Reports Department Heads

- a. Town Manager
- Ms. Brinkley reported the following:
 - The final preliminary engineering report for the wastewater treatment plant was submitted to MDE on 6/6/2024. Ms. Brinkley will forward copies to the Council and a link will be posted on the website.
 - On June 5, 2024 Gary Phillips, Kip Matthews, and Connolly Ganon toured the Shepardstown wastewater treatment plant in West Virginia. On June 18 there will be a tour of the Queenstown wastewater treatment plant since it also uses membrane technology.
 - June 23-26 MML Conference.
 - A "no parking" space was painted in front of Shore Lumber without the Town's permission. Shore Lumber has since submitted a request to the Town Council requesting this spot be permitted as a no parking spot because this is a swing out spot for tractors and trailers leaving the parking lot. The Council agreed to make this a no parking spot, however, Shore Lumber will need to remove the painting on the street and the Town will paint the curb yellow.
 - The Drink MD event is June 15, 2024.

Town Clerk

- First Volunteer spotlight will go out in the next email blast.

Citizen Comments

- No citizens offered comments.

Council Roundtable

- Ms. Kaiser requested to add more town events to the website and agenda.
- Mr. Beauchamp wanted to thank Ms. D'Agostino and other Town staff for helping to facilitate the Chesapeake car tour.
- Mr. Worth stated GTI will meet with Symphony Village on June 12, 2024. Mr. Worth will attend the

meeting.

- Mr. Worth stated he could not find our pending resolutions on the website. Ms. Brinkley stated that they are at the end until approved.
- Mr. Beauchamp asked if pending resolutions could be moved to the top?
- Ms. Brinkley and Ms. Adams will investigate the issue with Civic Plus.
- Mr. Johnson commented on and thanked Ms. D'Agostino for her report on the available real estate from Main Street to the County, noting the Business Park was not included, Mr. Johnson sent an email to have that updated.
- Mr. Johnson would like to sponsor a briefing with the Corsica River Conservancy and Shore Riverkeepers to discuss the grant programs they are willing to pursue for the new wastewater treatment plant.
- Next CREDE meeting is scheduled for June 12, 2024, at 5:30pm in the Liberty Building.
- Mr. Johnson stated that several builders are interested in tiny homes for Veterans or a Senior Village. It would be developer owned and are just conceptual ideas at this point. Mr. Worth recommended perhaps contacting the nonprofit working on Kent Island and having them discuss their ideas with the planning commission.
- Ms. Kaiser noted First Friday is the following day on June 7, 2024, and every Sunday is the Farmers' Market from 9am – 1pm

Motion to Adjourn

Mr. Beauchamp made a motion to adjourn the June 6, 2024, Town Council meeting. Mr. Johnson seconded the motion. The meeting was adjourned at 8:06pm

Respectfully submitted,

R. Gaye Adams
Town Clerk

Council Action Items:

- Approved the May 16, 2024 meeting minutes.
- Approved Ordinance 04-2024- FY25 Budget Ordinance
- Resolution 14-2024 was discussed and, by consensus, approved leaving the first space as a no-parking space and continuing monitoring SUV/truck parking.
- Made a motion to withdraw Ordinance 02-2024 and Resolution 07-2024
- Resolution 14-2024, Ordinance 05-2024 and Ordinance 06-2024 were referred to the Planning Commission for recommendations