

Town Council of Centreville
June 20, 2024
7:00 p.m.
MINUTES

The June 20, 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; 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; Chief Robert Hobbs, Centreville Police Department; Sharon VanEmburch, Town Attorney; and Gaye Adams, Town Clerk.

- Following the Pledge of Allegiance, Mr. Worth made a motion to approve the June 6, 2024 Town Council meeting minutes. Mr. Beauchamp seconded the motion, which passed unanimously.

Closed Session Statement

(i) The Town Council met in closed session on Thursday, June 20, 2024, at 6:30 p.m. to discuss personnel in accordance with the Maryland Open Meetings Act. (ii) Four members of the Town Council voted to close the session. (iii) The authority to close the session is found in Section 3-305 of the General Provisions Article.

(iv) The Town Council discussed the following topic:

Personnel- Discussed board and commission appointments.

The following members and staff were present: Ashley H. Kaiser, President; Daniel B. Worth, Jim A. Beauchamp and Jeffrey D. Kiel, Members; Carolyn M. Brinkley, Town Manager, Sharon VanEmburch, Town Attorney; and Gaye Adams, Town Clerk.

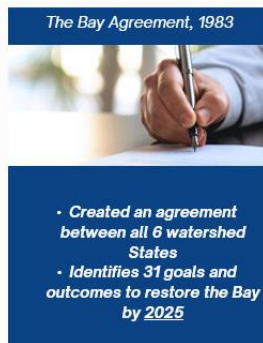
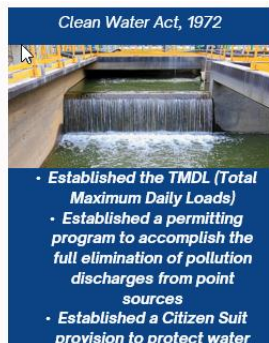
The meeting was adjourned at 6:47 p.m.

Citizens Comments

No citizens offered comments.

Appearances

- a. Annie Richards-Shore Rivers -Chester River Keeper
- Ms. Richards presented on behalf of Shore Rivers, Corsica River Conservancy and the Chesapeake Legal Alliance.
 - Ms. Richards complimented the Town Council, Town Manager and Public Works for being communicative, transparent and responsive during the Wastewater Treatment Plant upgrade initiatives.
 - Ms. Richards gave the Town Council a brief 20-year history of the Corsica River restoration efforts.



- Ms. Richards stated that their current plan is sufficient and meets MDE's standards but it is not the best. Their concerns are that the data the town is using is outdated and that the new CESR report calls into question the validity of the model used to generate the TMDL (Total Maximum Daily Loads). They are asking for the Town to do more than MDE requires. They propose:

Tonight we are asking the Town Council to commit to exploring the possibility of such a pilot program that:

1. Would not alter the Town's Wastewater Permit from MDE;
2. Would not alter the size of the building currently being designed;
3. Would not derail or delay the approval process for the project design currently proposed;
4. Would protect and build upon the progress made over the last 20 years of restoration efforts.
5. Maximizes environmentally oriented grants and funding sources to offset costs.

- Mr. Beauchamp inquired if their proposal required legislation to pursue a pilot program and Ms. Richards stated it did not.
- Mr. Worth asked Ms. Richards what the operating costs are for this type of plant? Ms. Richards said that is an important question to ask Public Works and the Town Manager. Mr. Worth stated the electricity cost would most likely be higher due to the high-pressure pumps and that there would also be costly maintenance issues. Without funding sources those costs would ultimately be passed on to rate payers. Ms. Richards stated that the Bay Restoration Fund is looking into increasing funding for Operation and Maintenance, but yes cost is increased in this type of plant.
- Ms. Kaiser made it known that the Town Council is aware of all the funding resources presented and that the Town has already gotten the bulk of funds to date. The Town has also been offered by the legislature to dip into the State Revolving Loan fund, but the Town Council is determined to not saddle property owners and future generations with an extra \$20 million of debt.

New Business

a. Ordinance 07-2024- QAC Housing Code - Council President

- Ms. Brinkley clarified this allows the Queen Anne's County Housing authority to go in and inspect a property when a tenant makes a complaint against a landlord.
- Ms. Kaiser believes this is a good stop gap to protect the tenant.
- Ms. Brinkley will try and get a public hearing into the July 18 Town Council meeting.

b. Health Surplus Memo-Council President

- Ms. Ebaugh stated the Town had received a health surplus of \$57,242.39. During discussions, Department Heads proposed utilizing the surplus to offer (2) health holidays for employer/employees during the August 2024 payroll cycle (08/02 & 08/16). The cost of the health holidays would be approximately \$56,000.
- In the future, Ms. Ebaugh stated staff are proposing the health surplus be utilized to cover a portion of or the total cost of the YMCA memberships for the Town Employee Wellness Program. This strategic move will encourage employees to take an active role in their overall health and well-being and contribute to the Town's productivity. The cost of the YMCA membership is estimated to be \$13,000. Such a program can lead to increased positivity, lower stress, and a healthier work-life balance, all of which are crucial for a thriving workforce. Moreover, an employee wellness program can help the Town save on overall health insurance

costs and provide ways for employees to save money on their health benefits and wellness appointments.

- Ms. Kaiser is unsure of an across-the-board health premium holiday and would like to see a more equitable distribution, and time to think on a solution.

c. Grant Modification Request-Robert L. Hobbs- Chief of Police

- Chief Hobbs presented the following memo:

The Centreville Police Department is submitting a request for a modification in the allocation of funds, citing changes in staffing after the grant's approval. Upon comprehensive assessment, it has been ascertained that a reevaluation of the items earmarked for procurement is necessary to better align with the department's operational requirements.

Extension Request:

The Centreville Police Department is requesting an extension until 12/31/24

Total Reallocation amount: \$96,000.00

- (2) Speed Trailers = \$38,000
- Security Cameras (Wharf) \$8,000
- Security Cameras (Millstream Park) \$8,000
- (4) Solar Speed Limits Signage \$12,000
- UTV \$30,000

Total: \$96,000

- Ms. Kaiser asked if the Speed Limit signage could be used on Hope Road and Mr. Hobbs stated yes it could.
- Ms. Kaiser stated the Council unanimously gives consensus to use those grant funds as presented.

d. Planning Commission Updates and Moratorium Discussion-Council Member Worth

- Mr. Worth invited members of the Planning Commission to speak on the moratorium request.
- Mr. Worth stated this would be a limited moratorium for the complete neighborhood concept that was introduced in the comprehensive plan.
- Ms. Dahlstrom explained the Planning Commission is interested in allowing Council the time to address the sewer allocation and policy as recommended by the comp plan, as well as allowing the Planning Commission time to consider updates to the PUD, the TND and the complete neighborhoods.
- They would like a 6-month moratorium on major projects.
- Ms. Kaiser asked what are considered major projects?
- Ms. Dahlstrom stated major projects for this moratorium are Master Planned developments with mixed use.
- Ms. Beauchamp asked if it makes more sense to modify our sewer allocation policy?
- Ms. VanEmburch responded that yes, it is something that the Town needs to do, whether you do the moratorium or not is up to the Council. It will take a few months to enact the moratorium so completion is more like 8-9 months.
- Ms. Kaiser stated she is fine with the moratorium.
- Ms. VanEmburch stated an ordinance would need to be introduced at the next Council meeting on July 18th and then refer to the Planning Commission.
- Schedule September for a Public Hearing.

e. Tred Avon Partners, LLC Allocation Request- Council President

- A water and sewer allocation application has been received for a mixed-use building at 216 N. Commerce Street. This is an identified vacant lot that currently has one (1) allocation, and they

are requesting an additional five (5) water and sewer allocations. This has been discussed with the Department of Public Works and they have approved this request for Council's consideration.

- Mr. Kiel moved to approve the allocation request; Mr. Worth seconded the motion which passed unanimously.

Reports of Boards and Commissions

- a. Maryland Municipal League
 - MML conference is June 23-26.
- b. Council of Governments
 - The next meeting will be held in September.
- c. Park Advisory Board
 - Nothing to report
- d. Planning Commission
 - Mr. Worth stated the next meeting will be June 26, 2024

Reports Department Heads

- a. Town Manager
 - Ms. Brinkley reported the following:
 - Update Council at the July 18th meeting on the wastewater treatment plant process.
 - Drink MD was a success. Main Street Manager, Carol D'Agostino will give an update at the July 18th meeting.
 - The Town has completed open enrollment with our new HR system
 - The Town has received 63 applicants for the Administrative Assistant position
 - The first ad for October 7th Election will go out next Friday. Filing deadline is August 5, 2024
 - Staff toured Queenstown's wastewater treatment plant which uses membrane technology that the Town is pursuing for the upgrade.
- b. Chief of Police
 - Chief Hobbs reported the following:
 - After lengthy discussions with the Finance Officer, Ms. Luffman, regarding left over FY24 budget funding, CPD will have \$150,000 leftover. Chief Hobbs requested the following:
 - Purchase another vehicle for the K-9 Unit
 - Were able to locate a vehicle for \$40,000 with up fitting, the total cost will be \$60,000 for new car.
 - Update the computers inside police cars. The CPD purchased those computers about 10 years ago re-furbished.
 - Mr. Kiel asked how many police vehicles there are. Chief Hobbs stated 13.
 - Mr. Kiel suggested purchasing six computers for vehicles now and six later. With a cost no more than \$22,000
 - Mr. Kiel motioned to approve the K-9 vehicle as well as replacing 6 computers; Mr. Worth seconded the motion, which passed unanimously.
 - Chief Hobbs presented an update on the speed trailer. The entire speed board is being returned and the company is going to refurbish it.

- Ms. Kaiser asked for the last speed trailer update that had data included. Chief Hobbs stated he would provide that for her.
- Mr. Kiel asked if the rumor of not being able to enforce a 15 mile an hour speed limit was true. Chief Hobbs stated that was incorrect.
- Ms. Kaiser asked the Chief to remind the CPD Officers to enforce all Town laws.

Citizen Comments

- Sandy Huffer, Corsica Street, spoke about the waterways and the Centreville wastewater treatment plant. Ms. Huffer encouraged the Town to look at all resources to provide the best wastewater treatment plant and be a model for other municipalities.

Council Roundtable

- Mr. Kiel informed the Council that the paving will be complete the evening of June 20, 2024.
- Mr. Worth attended the GTI meeting at Symphony village the previous week. GTI's goal is to eliminate odor 100%. GTI has stayed committed to this and it seems to be working. The meeting went very well.
- Ms. Kaiser stated their will be no July 5th First Friday
- Ms. Kaiser made the motion to make July 5th a Town Holiday. Mr. Kiel seconded the motion, which passed unanimously.

Motion to Adjourn

Mr. Beauchamp made a motion to adjourn the June 20, 2024, Town Council meeting. Ms. Kaiser seconded the motion, which passed unanimously. The meeting was adjourned at 8:16pm

Respectfully submitted,

R. Gaye Adams
Town Clerk

Council Action Items:

- Approved the June 6, 2024 meeting minutes.
- Approved the Centreville Police Departments Grant Modification request.
- Approved Tred Avon Partners, LLC allocation request.
- Approved Moratorium request.
- Approved Centreville Police Departments purchase of a K9 Vehicle and replace 6 police car computers.
- Approved July 5, 2024 as a Town Holiday for staff.