

Town Council of Centreville

July 18, 2024

7:00 p.m.

MINUTES

The July 18 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; Chief Robert Hobbs, Centreville Police Department; Carolyn M. Brinkley, Town Manager; Karen Luffman, Finance Officer; Kip Matthews, Director of Public Works; Jenial Turner, Program Manager, Department of Public Works; 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 June 20, 2024, Town Council meeting minutes as amended. Mr. Worth seconded the motion, which passed unanimously.

Citizens Comments

Mr. Joe Brown from Symphony Village made the following comments:

- a. Inquired how the Board of Education acquired the current property they are building on. It was reported that Queen Anne's County owns all the property off of Vincit, whom they purchased from a private seller. The County sold the Board of Education the land.
- b. Requested copies of the Chief of Police report and the Town Council agreed to have copies available.
- c. GTI- Did we know they are dumping cannabis by product into the sewer?
- d. Requested to keep the website up to date since the council picture is outdated.

Public Hearing

- a. Ordinance 07-2024 – Adoption of QAC Housing Code-Second Reading- Council President
 - Ms. Kaiser called the public hearing to order for Ordinance 07-2024 at 7:05 p.m. for the purpose of adopting Queen Anne's County Housing Provisions to make them applicable within the Town of Centreville and approving an agreement with Queen Anne's County for the Queen Anne's County Department of Housing and Community Service to enforce the housing provisions within the town of Centreville.
 - Ms. Adams presented evidence of the published notice of this hearing.
 - Ms. Kaiser asked for comments from all those in favor of Ordinance 07-2024 as well as those opposed to 07-2024. There being no comments, Ms. Kaiser made a motion to adjourn the public hearing. Mr. Kiel seconded the motion, which passed unanimously. The public hearing for Ordinance 07-2024 adjourned at 7:06 p.m.

Appearances

- a. Carol D'Agostino- Main Street Manager- Drink Maryland Update and Project Restore
 - Ms. D'Agostino reported all the volunteers are excited to return next year.
 - Surveys were returned at the end of the event. Out of the 32 surveys received, 25 stated the event was good/excellent.
 - 249 advance tasting tickets sold and 462 total sold tasting tickets
 - Drink Maryland sold 696 tasting tickets last year. Attendance was down this year, noting heat may have been a factor.
 - Volunteers are interested in doing something for public works as they worked very well together as a team.

- Courthouse renovations may complicate set up next year.
- Volunteers are looking to create another aspect of the event for next year- perhaps a VIP experience paired with food.
- Very excited about the Project Restore grant the Town secured for 102 North Commerce Street. The total grant is \$280,000 for the purpose of renovating the first-floor business portion of the building. A new Italian restaurant will be going into the space.

b. Waste Water Treatment Plant update- Whitman, Requardt & Associates

- Mr. David Nixon engineer with Whitman, Requardt & Associates (WRA) presented an update about the Town’s surface water discharge process along with Jenial Turner, Program Manager Department of Public Works.
- The treated effluent needs to go somewhere with the expansion of the plant and the proposal is to expand the stream discharge, extending out into the Corsica River.
- WRA is currently working with Dr. Wang of the Virginia Institute of Marine Science, to develop a mixing study.
- This study is a requirement for the application for the stream discharge.
- WRA is also working with an environmental consultant to gather water quality baseline samples in the Corsica River for the locations that the Maryland Department of the Environment (MDE) and the Department of Natural Resources (DNR) had previously established and taken data from. Current data is necessary.
- The eventual goal is to put all this information together into the application for the stream discharge permit.
- The Preliminary Engineering Report (PER) for the upgrade itself has been submitted to MDE for review. Typically, it takes 90 days to review, MDE has had it about six weeks.
- Mr. Johnson asked if this process still takes 4-6 years to get a plant up and operational. Mr. Dixon stated yes, and that the outfall and the application for the stream discharge is going to take a few years.
- Mr. Johnson also asked that since this plant is scalable, and if the Town was able to purchase a reverse osmosis system, what are the operational costs? Mr. Dixon will look at getting that information together.

c. Mary Margaret Goodwin - 2026 Tri-Centennial Commission

- Ms. Goodwin provided an update on all the amazing things she has done for the Town and Queen Annes County including the history trail that incorporates 15 informational signs, 3 of which are in Centreville.
- She shared all her accolades to ensure the Council that she can lead the Semi quincennial Commission she is asking the Council to support. The Council unanimously approved her request.
- Ms. Goodwin also shared with the Council amazing old photographs of Centreville.

Old Business

a. Ordinance 07-2024- Consideration – Council President

- Ordinance 07-2024 was introduced for the purpose of adopting Queen Anne’s County housing provisions to make them applicable within the Town of Centreville and approving an agreement with Queen Anne’s County for the Queen Anne’s County Department of Housing and Community Service to enforce the housing provisions within the Town of Centreville.
- Mr. Worth moved to approve Ordinance 07-2024. Mr. Johnson seconded the motion, which passed unanimously.

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

New Business

a. Resolution 16-2024 – Cemetery Fees – Sponsored by Council President Kaiser

- Resolution 16-2024 was introduced for the purpose of adopting a revised Cemetery fee schedule.

A.	Regular Sale of Space	\$1000	\$1800
B.	Columbarium	\$1,800	
C.	Flat Fee Monument Installation	\$60	\$100
D.	Monday thru Friday Internment (except holidays) ¹		
	Internment at Regular Depth	\$700	\$850
	Internment at Double Depth ²		\$1,188
	Infant Internment	\$525	\$313
	Cremated Remains	\$525	
E.	Weekend & Holiday Fees Subject to Funeral Home Contingency		
	Saturday		\$400
	Sunday		\$600
	Holiday Service ³		\$800
F.	Archived Records Flat Fee	\$15	

¹Funerals taking place after 3:00 p.m. require an additional \$100 paid directly to the contractor.
²Double depth internment is for previously purchased double-depth lots. Double depth lots are no longer available for purchase.
³Holiday Service – New Year’s Day, Easter Sunday, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, and Christmas Day. These fees are in addition to fees stated in D above.

- Ms. Brinkley updated the Council that appropriate fees were not being charged based on what the Town was being charged by the contractor.
- Mr. Beauchamp asked if the amounts listed in section E were Premium Charges over Primary Charges.
- Ms. Brinkley stated yes that those fees are paid to Chesapeake Burials when it is a weekend or holiday. We only charge those fees if they are not going through the funeral home.
- Ms. Brinkley clarified that these fees, except for the sale of space, are based on Chesapeake Burials’ fees.
- Mr. Johnson motioned to approve Resolution 16-2024 with the Premium notation change noted by Council Member Beauchamp. Mr. Kiel 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. Ordinance 08-2024 - Temporary Moratorium - Sponsored by Council Member Worth

- Ordinance 08-2024 was introduced to adopt a temporary moratorium on the application for, approval of, construction of, expansion of, processing of, or issuance of building permits for any subdivision, site plan, or use project where the anticipated equivalent dwelling units exceed (7) for the total project pending consideration and adoption of revised Zoning Ordinance provisions as the Town Council may consider advisable and to adopt an updated Capacity Management Plan and Sewer Allocation Policy.
- Mr. Worth clarified the Ordinance was to allow the planning commission time to work on changes to the code and define the concept of what a complete neighborhood is. At the same time, the planning commission has recommended that we also revise our compacity management plans and sewer allocation policies.

- Ms. Kaiser referred Ordinance 08-2024 to the Planning Commission

c. Ordinance 09-2024 - Cannabis Provisions - Sponsored by Council Member Worth

- Ordinance 09-2024 was presented for the purpose of INSERT TOP PORTION OF ORDINANCE
- Mr. Worth clarified that as a result of changes with the State law concerning cannabis, the Town will need to redefine our code, so dispensaries are not confined to medical now that recreational use is allowed. He stated, while working on the Code it would be useful to adjust the boundaries that are between the various dispensaries and how far they are from schools, playgrounds and houses.
- There being no discussion, Ms. Kaiser referred Ordinance 09-2024 to the Planning Commission.

d. Lead and Copper Inventory Grant- Council President

- Ms. Luffman and Ms. Turner presented the following memo for the Council’s consideration:

At the December 7, 2023 meeting, the Town Council approved the application for the Lead and Copper Line Inventory Grant and the Town has been selected to receive a financial package offer. This package consists of a \$15,550 loan and a \$46,652 principal forgiveness grant, totaling \$62,202.26. The principal forgiveness grant does not require repayment, interest, or administrative charges. However, it is considered a debt until forgiven 10 years after the closing date. Accepting the loan is a prerequisite for receiving the principal forgiveness grant, and both must be accepted together.

Draft documents from the Maryland Water Infrastructure Financing Administration (MWIFA) are currently open for public comment for 30 days, from June 24, 2024, to July 24, 2024, on MWIFA’s website. Following the completion of the public comment period, we anticipate receiving an offer letter of agreement.

- Ms. Luffman clarified that the Town was approved for a financial package that comes in two parts. Accepting the loan of \$15,550 is conditional on receiving the \$46,652 grant. Ms. Luffman recommended that the Town accept the loan and grant.
- Ms. Kaiser asked for discussion, there being none, Mr. Beauchamp motioned to approve the Maryland Water Infrastructure Financing Administration grant for the lead and copper inventory in the amount of \$46,652 and a \$15,550 loan. Mr. Kiel seconded the motion which passed unanimously.

e. Service Line Inventory Credit

- Ms. Luffman and Ms. Turner presented the following memo for the Council’s consideration:

Under the Lead and Copper Rule Revisions (LCRR) of the National Primary Drinking Water Regulations, a crucial mandate effective since December 16, 2021, all Community and Non-Transient Non-Community water systems are required to develop an inventory of lead service lines (LSL). This inventory is vital for identifying the materials of service lines connected to the Towns water distribution system. The Maryland Department of the Environment (MDE) has set the due date for the LSL inventory submission as October 16, 2024.

Water systems must thoroughly review records to identify service line materials on both portions of the line (system-owned and customer-owned). This includes all existing construction and plumbing codes, permits, water system records including distribution system maps and drawings, historical records on each service connection, tap/tie/drill/service cards, meter installation records, historical capital improvement or master plans, standard operating procedures, and inspections/records of the water distribution system that indicate the material composition of the service connections that connect a structure to the distribution system.

An estimated total of 1000 mailers to date will be sent to residents with clear instructions on locating and submitting data on customer-owned lines running from the inside of their dwelling to the water meter. To promote resident participation, I am proposing that the Town provide a flat rate incentive to those residents who participate in the data collection effort. Depending on the data submission date, this flat rate will apply to the September and December water billing cycles. Mailers will be printed and sent to the residents in two to three weeks. The incentive will expire on Oct 1, 2024.

- Ms. Luffman clarified that, as well as DPW doing the inventory, the Town will need inventory information from property owners. To incentivize the residents to respond, DPW is recommending a credit within the \$15 to \$20 range.
- Mr. Johnson made a comment to support a \$20 credit.

- Mr. Beauchamp asked how it would affect the budget. Ms. Luffman said the cost would come from the Enterprise fund, but the total cost will depend on how many surveys are returned. Ms. Luffman expects a 60% survey response.
- Mr. Johnson made a motion to approve an incentive in the amount of \$20 for completion and submission of the Lead Service Line inventory survey. Mr. Kiel seconded the motion, which passed unanimously.

Reports of Boards and Commissions

- Prior to hearing the reports, Ms. Kaiser led a discussion regarding bringing back agenda review onto the agenda after the moment of silence, as well as bringing CEDA (Centreville Economic Development Authority) back from an ad hoc status. Ms. Kaiser would like to look at reinvigorating CEDA and asked for discussion.
 - Mr. Beauchamp would like to see CEDA come back as a functional Board of the Town.
 - Ms. Kaiser asked Ms. VanEmburch if the Council can elect to reinstate CEDA and then ask the public to apply for appointment? Ms. VanEmburch stated yes, there was nothing further to do.
 - Ms. Kaiser has asked the Council to do their best to get people to apply for an appointment to CEDA.
- a. Maryland Municipal League
- Mr. Beauchamp reported that the MML had its annual conference June 23-26. These events are very educational.
 - He stated that those who attended will work together and create a presentation for the rest of the Council and staff on what they learned.
 - Mr. Beauchamp attended the Artificial Intelligence class as well as attended a presentation on the successful redevelopment of Leonardtown.
- b. Council of Governments
- Nothing at this time.
- c. Park Advisory Board
- Ms. Kaiser asked Ms. Adams if a movie for the Fishing Derby/Movie Night on September 14th had been chosen. Ms. Adams stated the movie to be shown will be *Encanto*.
- d. Planning Commission
- Mr. Worth reported the following:
 - Reviewed the annexation resolution and decided that it is consistent with the Comprehensive Plan.
 - Made a favorable ruling on the zoning change to the Traditional Neighborhood Development (TND) ordinance.
 - Recommended that the open space be released from the proposed annexation but wants to keep the forest conservation easement in as part of the agreement.
 - Recommended that the TND text amendment proposed for garages be modified based on the Planning Commissions discussion.
 - Approved the annual report to the Maryland Department of Planning.
 - The Planning Commission has a work session on August 7th.

Reports Department Heads

- a. Town Manager
- Ms. Brinkley reported the following:

- The Cemetery Committee would like to make the Columbarium more visually appealing.
- They have received a quote for a brick walkway around the Columbarium in the amount of \$16,900. The Cemetery Committee gets 90% percentage of the interest made off the perpetual care fund each year.
- There is currently \$11,095.31 in the Cemetery Committee’s portion of the Perpetual Care fund and the remaining amount of \$5,704.69 out of their Mid-Shore Community Foundation fundraising account.
- Ms. Kaiser stated she did not feel they needed permission to spend their own funds as other boards and commissions do not ask permission.
- David A. Bramble, Inc. is tentatively scheduled on Monday July 29, 2024, to complete the patchwork in front of the Centreville Police Department on Rt. 213.
- Chief Hobbs and Ms. Brinkley attended a training on Monday called “Before and After the Crisis, Managing the Media Firestorm.” Both found the training very valuable.
- Saturday July 20, 2024, the County will be removing the Elm Tree on the Courthouse square. This is expected to be completed in one day. Lawyers Row will be closed Saturday at 7 a.m.
- Ms. Brinkley asked if the Council would like to hold the second meeting on August 15th. Ms. Kaiser and Mr. Worth will be unavailable. After a brief discussion the second meeting in August has been cancelled and the next Town Council meeting will be September 5, 2024.

b. Director of Public Works

- Mr. Matthews presented the following memo:

We received an email on July 11, followed up by a Certified Mail had copy on July 15th. This was to notify us, that the Maryland Department of the Environment (MDE) had re-fired Centreville WWTP to the Attorney General Office (AGO) for the following violations that occurred from December 2021 through June 2023.

Summary of violation	
December 31, 2021,	Failure to report % removal of BOD & TSS
January 31, 2022,	Failure to report % removal of BOD & TSS
February 28, 2022,	Failure to report % removal of BOD & TSS
March 31, 2022,	Failure to report % removal of BOD & TSS

These failures to sample and report were due to changes in the newly renewed discharge permit.

June 30, 2023, E. coli exceeded permit Monthly Maximum limitation of a 116 MPN/100mL
This exceedance was due to a rain event which overwhelmed the system. (Susquehanna)

December 31, 2022,	Phosphorus exceeded the maximum monthly total of 140 lbs./month. Results 272 lbs./month
December 31, 2022,	Phosphorus exceeded the maximum monthly average concentration of 1/mL Results 2.14/mL
January 31, 2023,	Phosphorus exceeded the maximum monthly total of 140 lbs./month Results 239 lbs./month
January 31, 2023,	Phosphorus exceeded the maximum monthly average concentration of 1/mL Results 1.9/mL

These results of higher than maximum allowable were due to the new operating firm’s changes in the chemical use to coagulate and precipitate the phosphorus removal and improper dosing during cold weather. (MES)

The AGO requires a response to this Order to include actions that have been taken and/or will be taken to correct these violations from happening again. This also includes Milestone dates for the WWTP’s PER, Funding approval, ENR Design, Construction, and Start up.

- Mr. Matthews explained that these infractions were due to a new permit that came into effect and the operators missed that portion in the permit to sample and test for Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS).
- There were also 4 incidents that exceeded the phosphorus limits as far as the maximum monthly average, as well as the maximum total of phosphorus.
- Mr. Matthews reminded the Town Council the plant has gone from in-house operations to contract operations, as well as, having two different contractors managing operations for the plant. The first contractor was Maryland Environmental Service, and the current contractor is Susquehanna Environmental.
- These phosphorus violations were due to the operators changing from a chemical that had been used to one in which the new operators felt worked better however, it did not, and the dosing was off.

- Ms. Kaiser asked if that was corrected? Mr. Matthews stated that it is corrected and none of these issues are ongoing. DPW met with the AGO in May.
- Mr. Beachamp asked who is drafting the response required to the Attorney General's Office. Mr. Matthews stated he and his staff will draft the response. Mr. Beachamp also asked if the Town Attorney will have a chance to review the draft before it goes out, and Mr. Matthews agreed.
- Mr. Johnson asked when the deadline for response is due. Mr. Matthews stated he had 30 days to respond. Ms. Kaiser clarified by asking is it 30 days from July 11th or certified mail date. Mr. Matthew's stated from July 11, 2024.
- Once the Office of the Attorney General looks at the response, they will be the ones that determine if there are any fines. Typically, there is a settlement agreement, and fines may be greatly reduced.
- Ms. Kaiser asked what is the process that occurs after fines have been determined. The Town Attorney, Ms. VanEmburch stated the Town would be presented with a settlement agreement, there is a back-and-forth agreement on language and terms etc.
- Mr. Johnson asked, based on experience, do we have any idea or ballpark of the magnitude of the fines that may be levied. Mr. Matthews stated no, fines are arbitrary and become greatly reduced during settlement.

Town Clerk

- Ms. Adams stated that the new hire for the front office will start Monday July 22, 2024

Citizen Comments

- No citizens offered comments.

Council Roundtable

- Mr. Kiel stated that constituents have commented to him about bringing back fireworks. Ms. Kaiser stated the Town should investigate that opportunity for the 2026 Semi quincennial and begin to get prices and organize for that event now.
- Mr. Johnson stated he was very excited about bringing back CEDA and suggested each Council Member try and recruit members for the Board. Also, on the non-profit side the Centreville Reaching for Economic Development Enterprise (CREDE) will meet Wednesday July 24th 5:30pm at the YMCA. CREDE will be holding a workshop to access the Town's implementation of 2017 economic development study that was done.
- Mr. Johnson also updated the Council on the Hometown Hero's banner project. Delmarva Power continues to say on record that the commemoration flags may not be hung from their electric poles. The Town is now conceptually supportive of using some of the light poles the Town owns as well as a few on Kidwell Avenue and Commerce Street that Verizon owns.
- Ms. Kaiser stated First Friday is August 2, 2024, from 6 pm – 8 pm. Ms. Kaiser asked if the deadlines for the elections are on the calendar. Ms. Brinkley stated she knows that the elections section on the website is updated, and she will check for the calendar updates.

Motion to Adjourn

Mr. Beachamp made a motion to adjourn the July 18, 2024, Town Council meeting. Ms. Kaiser seconded the motion. The meeting was adjourned at 8:23pm

Respectfully submitted,

R. Gaye Adams
Town Clerk

Council Action Items:

1. Approved the meeting minutes of June 20, 2024
2. Approved Ordinance 07-2024- Adoption of QAC Housing Code
3. Approved Resolution 16-2024- Amended Cemetery Fees
4. Forwarded Ordinance 08-2024 – Temporary Moratorium to the Planning Commission, as presented.
5. Forwarded Ordinance 09-2024 - Cannabis Provisions to the Planning Commission, as presented.
6. Approved the Lead and Copper Inventory Grant.
7. Approved the Service Line Inventory Credit.