

Town Council of Centreville
September 5, 2024
7:00 p.m.
MINUTES

The September 5, 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, Jim A. Beauchamp, and Jeffrey D. Kiel, Members; Carolyn M. Brinkley, Town Manager; Karen Luffman, Finance Officer; Sharon VanEmburch, Town Attorney; Clifford “Kip” Matthews, Director of Public Works, and Gaye Adams, Town Clerk.

- Following the Pledge of Allegiance, Mr. Worth asked to amend the agenda and remove Ordinance 06-2024 from the consent agenda to old business for further discussion.
- Following the Agenda Review, Mr. Worth made a motion to approve the August 1, 2024, Town Council meeting minutes. Mr. Johnson seconded the motion, which passed unanimously.

Closed Session Statement

(i) The Town Council met in closed session on Thursday, September 5, 2024, at 6:32 p.m. to discuss personnel in accordance with the Maryland Open Meetings Act. (ii) Five 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

The following members and staff were present: The following members and staff were present: Ashley H. Kaiser, President; Eric B. Johnson, Jr., Vice President, Daniel B. Worth, Jim A. Beauchamp, and Jeffrey D. Kiel, Members; Carolyn M. Brinkley, Town Manager; Karen Luffman, Finance Officer; Sharon VanEmburch, Town Attorney; Clifford “Kip” Matthews, Director of Public Works, and Gaye Adams, Town Clerk.

The meeting was adjourned at 6:43 p.m.

Citizens Forum

No citizens offered comments.

Appearances

a. Karen Luffman- Finance Officer

- Ms. Luffman provided background on the new Neptune Portal and the Utility Bill System Updates. She stated this information will be sent in an email blast as well as displayed on our website with instructions.
- Mr. Beachamp recommended also using other advertising resources to reach as many people as possible.
- Neptune is an exciting tool to give customers 24/7 on demand updates on water consumption and Ms. Luffman provided the following memo:

We are excited to introduce the Town of Centreville Consumer Water Portal. The portal is easy-to-use and allows our customers to monitor their water consumption on-demand, 24/7, with intuitive charts and graphs. They will be able to find answers to questions about their water consumption without having to call or visit our customer service staff.

With the Consumer Water Portal our customers will be able to:

View and manage water usage at any time, from anywhere, on any device with internet access.
Set out-of-town alerts to monitor consumption and detect potential leaks.
Monitor water consumption 24/7
Create usage alerts to enable customers to conserve water
Create water threshold alerts to set a water budget, help save water and eliminate bill surprises.

We will be able to embed Videos on our website that will assist customers with instructions and information on:

How to register for the Consumer Portal
How to use the Consumer Water Portal

- Ms. Luffman also discussed the issues the Town has had with the utility billing software that was switched to several months ago. After much consideration, the Town will transition back to Accufund to regain customers' confidence in billing accuracy as well as immediate general ledger information for reporting purposes.
- Ms. Luffman presented the following memo:

Several months ago, staff discussed switching utility billing companies from Accufund to Munibilling in anticipation of better access to billing information for our customers. Unfortunately, after several months of working with Munibilling, this billing system has not worked as it was conveyed to staff, with no foreseen relief in the immediate future. With the many issues with Munibilling software and their inability to correct these issues, staff feel it is in the Town's best interest to return to Accufund for our financial management, reporting, and utility billing process. Through this process, staff have experienced many problems with the accuracy of our utility bills, accurate posting of payments to accounts, and the inability to create a process to import cash receipt information into Accufund to be used for bank reconciliation and general ledger reporting.

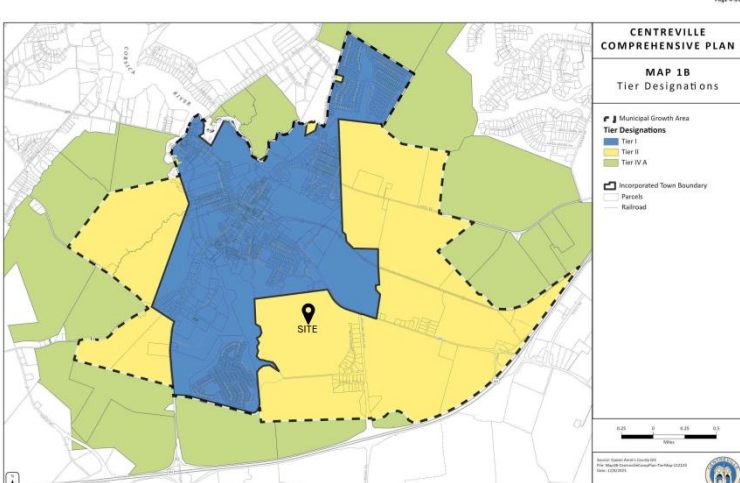
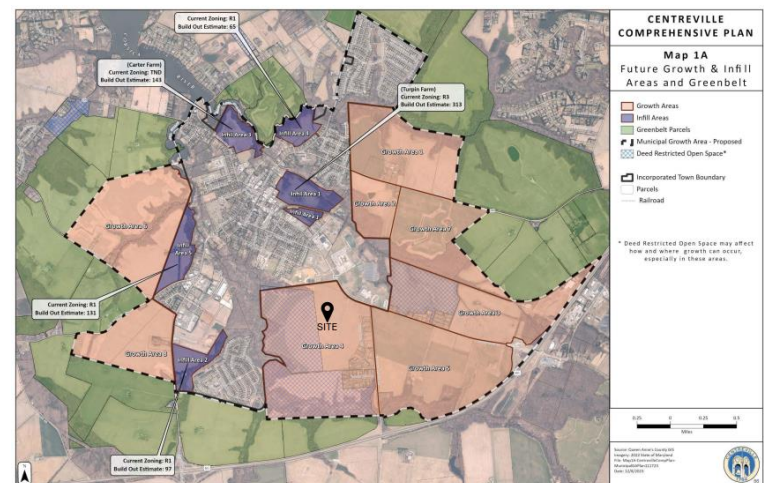
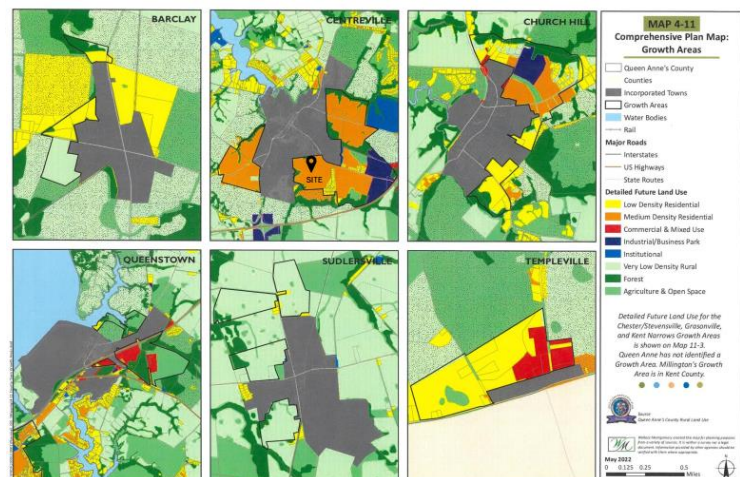
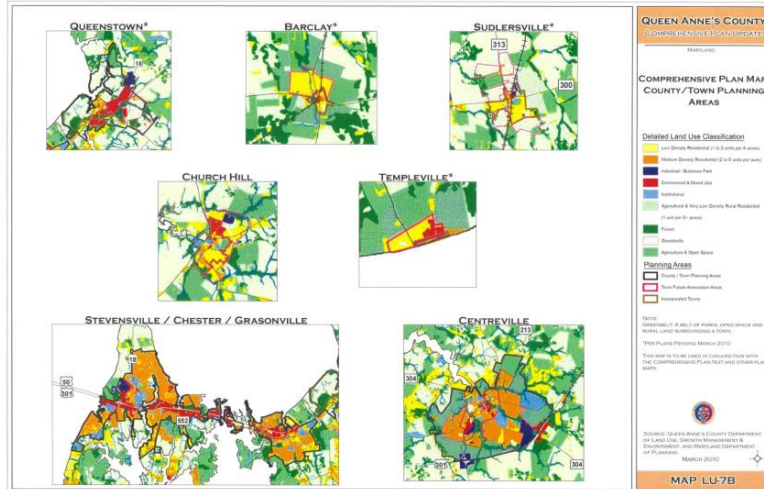
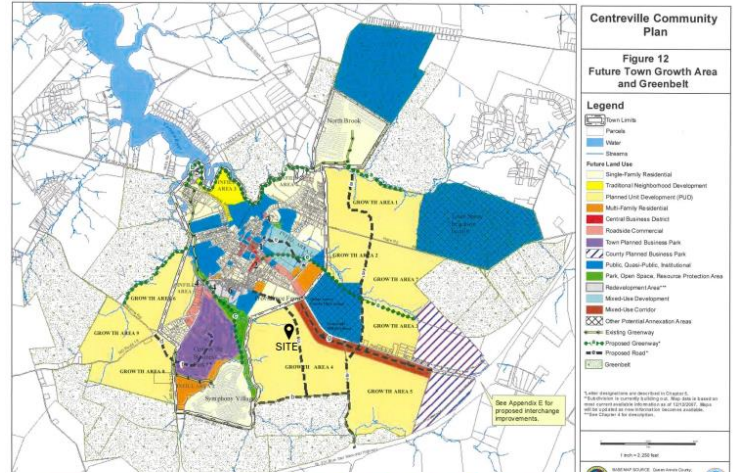
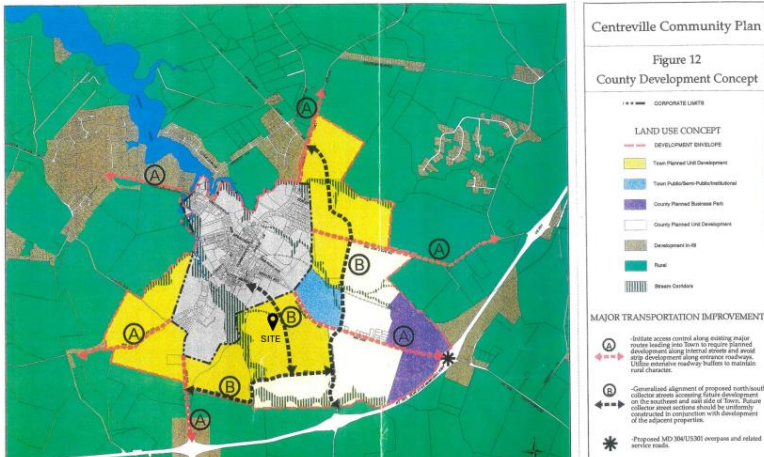
After much consideration, collectively, staff have decided on this transition back to Accufund to regain our customers' confidence in the accuracy of our billing software and to have immediate general ledger information available for reporting purposes, budgeting, budget monitoring, and audit requirements. We feel the decision to go back to Accufund is the best course of action for the Town.

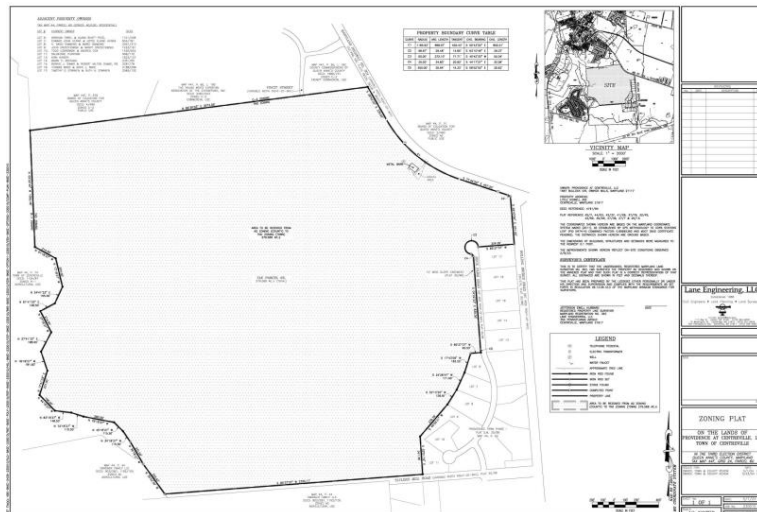
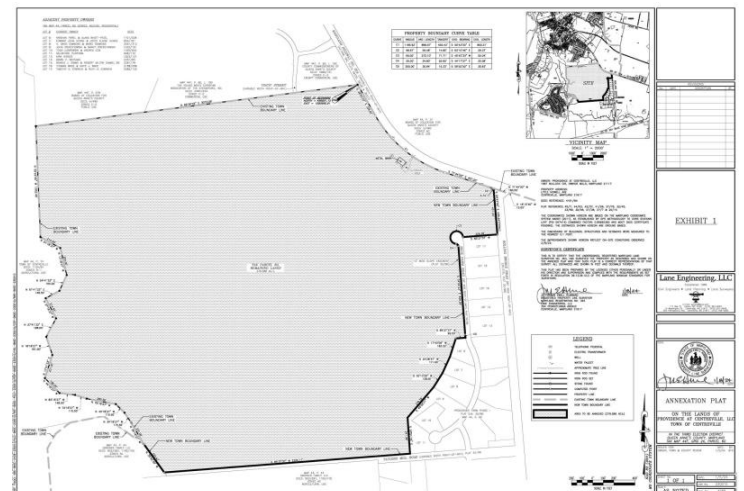
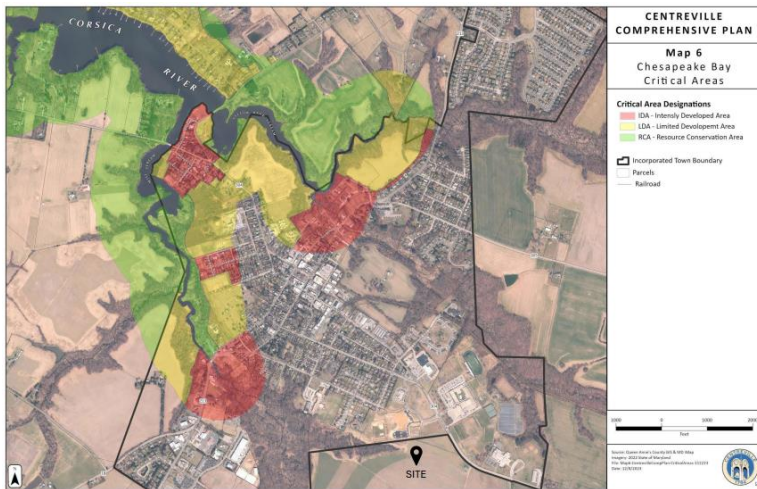
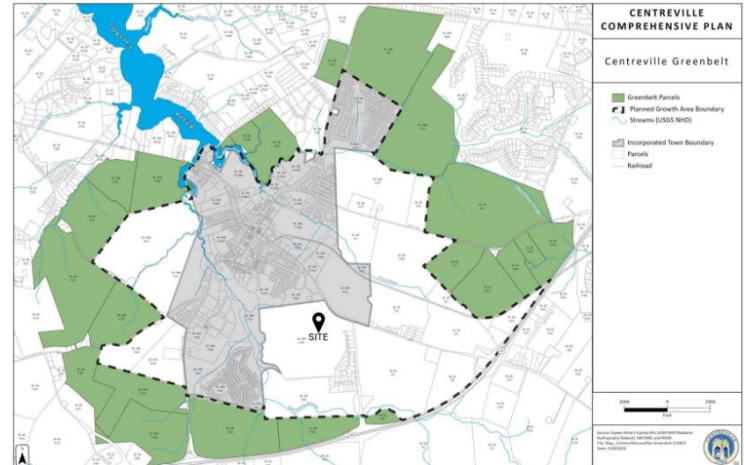
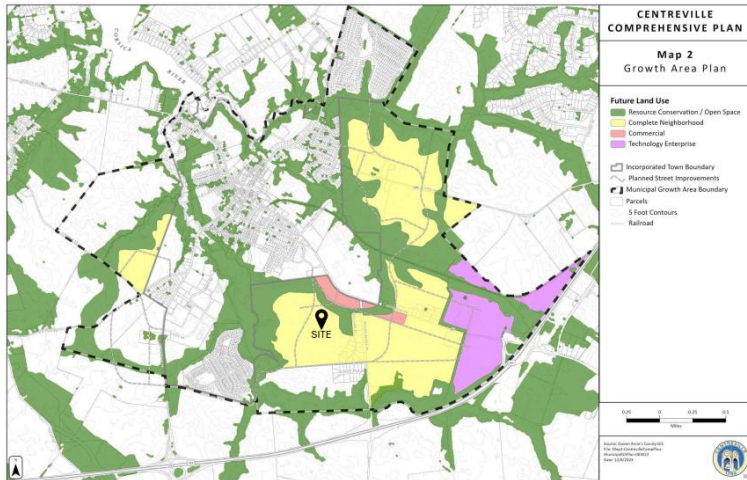
The purpose of discussing this during the Town Council meeting is to make our customers aware of a new billing link that will be posted on our website. We ask that anyone who had bookmarked the link on their computers to go back to the Town's website, click on "Pay Online" then click on "Pay Utility Bill" and resave that bookmark. This information will also be sent out in the next email blast. Staff apologizes for any inconvenience this may cause our customers. We have also learned that Accufund now has an automatic withdraw feature allowing customers to set up automatic payments for their utility bills. This information will also be included in the email blast.

Public Hearing

- a. Resolution 14-2024- Providence at Centreville-Annexation and Ordinance 05-2024 -Zoning Map Amendment- Rezoning Map 44F – Parcel 60- Providence at Centreville.
 - The public hearing for Resolution 14-2024 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 and Ordinance 05-2024 for the purpose of amending the Town of Centreville Zoning Ordinance, which is Chapter 170 of the Town Code, to zone land annexed into the Town of Centreville was called to order at 7:08 p.m.
 - Ms. Kaiser called Ms. VanEmburch to provide background on Resolution 14-2024 and Ordinance 05-2024.
 - Ms. VanEmburch stated Resolution 14-2024 for the annexation of roughly 280 acres into the town. The Resolution does include one update to real and personal property taxes in Section 4 of the Resolution to abate the incremental increase in Town real estate taxes and personal property taxes for the Providence property, it also includes an annexation agreement. The Town does not have to act on the agreement today, approving Resolution 14-2024 gives the Council authorization to approve this agreement later.
 - Ordinance 05-2024 is to apply the Traditional Neighborhood District (TND) zoning to the property. That zoning will require a zoning waiver from the County because it is very different from the current County zoning.
 - The Planning Commission, at their June 26, 2024 meeting, gave a favorable recommendation for Resolution 14-2024 as it is consistent with the Town's Comprehensive Plan. The Planning Commission also recommended the TND zoning be applied to the property as well.
 - Ms. Kaiser called Ms. Adams to provide evidence of public notice of the hearing.
 - Ms. Adams presented the certification of publication, that Resolution 14-2024 and Ordinance 05-2024 were published in the Bay Times Record Observer.

- Ms. Kaiser asked first to hear from the State of Maryland and those from Queen Anne's County in favor of Resolution 14-2024 and Ordinance 05-2024, then the Town will hear from all those opposed.
- Written comments from Maryland Department of Planning were provided and will be entered into the public record.
- There being no public comments from the State or Queen Annes County, Ms. Kaiser asked for all those in favor of Resolution 14-2024 and Ordinance 05-2024 for comments.
- Mr. Joseph Stevens, Attorney on behalf of Providence of Centreville LLC, provided background of the property with a PowerPoint presentation. The annexation plan was created back in 1998 jointly with Queen Anne's County and the Town of Centreville. It has continually maintained a Tier II medium density residential plan consistent with the Town's Comprehensive Plan. Mr. Stevens is in support of Resolution 14-2024 and Ordinance 05-2024 and made the following presentation:





- Mr. Bill Stoops, Centreville resident, provided testimony with his favorable recommendation for Resolution 14-2024 and Ordinance 05-2024.
- Ms. Kaiser asked for anyone opposing Resolution 14-2024 and Ordinance 05-2024. There being none Ms. Kaiser asked for a motion to adjourn the public hearing. Mr. Kiel so moved, and Mr. Johnson seconded the motion which passed unanimously.
- The public hearing for Resolution 14-2024 and Ordinance 05-2024 adjourned at 7:27 p.m.

- b. Ordinance 06-2024-Zoning Text Ammendment- Chapter 170-29 Traditional Neighborhood Development District (TND).
- The public hearing for Ordinance 06-2024 for the purpose of amending the Town of Centreville Zoning Ordinance, which is Chapter 170 of the Town Code, as to the Town Traditional Neighborhood District (TND) was called to order at 7:27 p.m. Ms. Kaiser asked Ms. VanEmburch to provide background information.
 - Ms. VanEmburch stated the applicant recommended this TND amendment related to residential garages. The TND did not allow front-load garages. This text amendment will allow an exception to allow front loaded garages in certain circumstances.
 - Ms. Kaiser called Gaye Adams, Town Clerk, to provide evidence of public notice of the hearing.
 - Ms. Adams presented the certification of publication, that Ordinance 06-2024 was published in the Bay Times Record Observer.
 - Ms. Kaiser asked first to hear from those in favor of Ordinance 06-2024 and then the Town will hear from all those opposed.
 - Mr. Joseph Stevens, Attorney on behalf of Providence of Centreville LLC, provided background on the zoning amendment and that front loaded garages are very important to the concept of the property. He indicated that the developers are very happy with the Town and the Planning Commission’s recommendations going forward and recommend Ordinance 06-2024 be adopted.
 - Ms. Kaiser then asked for any citizens opposed to Ordinance 06-2024. There being none, Ms. Kaiser asked for a motion to adjourn the hearing. Mr. Worth so moved, and Mr. Kiel seconded which passed unanimously.
 - The public hearing for Ordinance 06-2024 adjourned at 7:33 p. m.
 - There being only one item on the consent agenda, Ms. VanEmburch the Town Attorney recommended voting on Resolution 14-2024 for annexation before the Town votes on Ordinance 05-2024.

Old Business

- a. Resolution 14-2024-Providence at Centreville – Annexation-Council President
- Mr. Worth made a motion to approve Resolution 14-2024 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 along with the abatement of the incremental increase in the Town real estate taxes and Town personal property taxes for the Providence property which are a resolute of rezoning until such time as Town water and sewer services are constructed and available to service the anticipated development of the Providence property or the passage of 10 years after the effective date of the annexation, whichever comes first. Mr. Beachamp seconded the motion. Being there was no discussion, Ms. Kaiser called for a roll call vote, 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 05-2024 -Zoning Map Amendment-Rezoning Map 44F – Parcel 60- Providence at Centreville-Council
- Mr. Worth made a motion to approve Ordinance 05-2024 2024 for the purpose of amending the Town of Centreville Zoning Ordinance, which is Chapter 170 of the Town Code, to zone land annexed into the Town of Centreville. Mr. Johnson seconded the motion. Mr. Beauchamp clarified this applies TND as it is currently written, and in subsequent meetings we will re-visit this. Ms. Kaiser agreed. Ms. Kaiser asked for a roll-call vote, 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 | | | |

- c. Ordinance 06-2024- Zoning Text Ammendment- Chapter 170-29 Traditional Neighborhood Development District (TND) - Council President.
- Ordinance 06-2024 was discussed for the purpose of amending the Town of Centreville Zoning Ordinance, which is Chapter 170 of the Town Code, as to the Town Traditional Neighborhood District (TND)
 - Ms. Kaiser stated the title needs to be amended and the Planning Commission recommended changes to be added to this version. Section 4. “An attached front-loaded garage may be permitted by the Planning Commission provided (i) the garage does not project beyond the front of the façade: and (ii) the dwelling is not located on a major or minor collector road.”
 - Ms. Kaiser stated the Ordinance version before dictated a design standard. Does this provide too much detailed control to the Planning Commission?
 - Ms. VanEmburch states that no, before front-loaded garages were prohibited and now, they are not.
 - Mr. Worth stated that all these issues will be resolved, ultimately with the moratorium discussion, and that the Planning Commission recommendations do not have to be passed if the Council decides not to.
 - Mr. Beachamp stated amendments can be made later after the Planning Commission has the chance to make the zoning changes required for future development.
 - Ms. Kaiser asked for further discussion, there being none, Ms. Kaiser asked for a motion. Mr. Worth moved to approve Ordinance 06-2024 with the title change from Traditional Zoning Traditions to Traditional Neighborhood Zoning District, and the amendment from the Planning Commission be added regarding garages. Mr. Johnson seconded the motion which passed unanimously.
- d. Ordinance 08-2024- Temporary Moratorium – Second Reading – Sponsored by Council Member Worth
- A second reading of Ordinance 08-2024 for the purpose of adopting 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 building permit application for any residential or mixed-use project where the anticipated equivalent dwelling units (EDUs) exceed seven (7) EDUs 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 that Ordinance 08-2024 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 the Town also revise the Capacity Management Plan and Sewer Allocation Policy.
- e. Ordinance 09-2024 - Cannabis Provisions – Second Reading-Sponsored by Council Member Worth
- A second reading for Ordinance 09-2024 for the purpose of amending the Town of Centreville Zoning Ordinance, which is Chapter 170 of the Town Code, to update the cannabis provisions in order to administer and enforce the Town’s Zoning Ordinance more effectively.
 - Mr. Worth clarified that because of changes with the State law concerning cannabis, the Town will need to redefine the Code, so dispensaries are not confined to only medical and 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.
 - This language expands the ability to for a licensed dispensary in the C2 and C3 districts and bans smoking lounges in all zoning districts

New Business

- a. Employment Agreement – Department of Public Works – Council President
- Ms. Brinkley provided background on the employment agreement stating that if new employees are sent to receive paid Commercial Driver’s License (CDL) training, the employee must sign a twelve-month agreement of employment after training.

- Ms. Beachamp moved to approve the Employment Agreement and Mr. Johnson seconded the motion, which passed unanimously.

b. October 7, 2024 – Town Election – Council President

- Ms. Kaiser read the memo from Ms. Adams stating that if the election is uncontested, the Town Clerk will certify to the Town Council that the number of candidates that have filed is equal to the number of Council Member seats up for election and that the election will be cancelled.
- The following memo was presented to the Town Council:

Due to the adoption of a charter amendment, Resolution 12-2014, § 419 effective on October 14, 2014 in which, the Town of Centreville Board of Supervisors of Elections may cancel an election if it is uncontested.

At the August 14, 2024 meeting, the Board of Supervisors of Elections unanimously voted to approve Ms. Sandra Lee Huffer’s Certificate of Nomination based on verification from the Centreville Ethics Commission who found no errors or omissions in her Financial Disclosure Form. The Board of Supervisors of Elections also certified that Ms. Huffer met all requirements for the office of Town Council Member.

As a result of the uncontested election, and according to section 419 of the Town Charter, the October 7, 2024 election is cancelled.

c. 2024 Halloween Festival – Council Vice President Johnson

- Mr. Johnson made the following presentation for the Town Council and audience:

Proposed Event Components

- A. Hocus Pocus 2 movie shown behind courthouse
- B. Costume Contest (3 categories: 11 & under/12-17/18+; no pet contest)
- C. Spooky Scavenger Hunt (2 categories: 11 & under/12-17)
- D. Dancing Witches of Centreville (representing Legion Post 18 Auxiliary)
- E. Live musical by local artists, DJ and Emcee by Charles Thomas
- F. Food/Artisan/Crafts/Sales/Info vendor booths
- G. Free arcade games and other activities
- H. Costume Parade around the block
- I. First Aid Tent/Dedicated Ambulance

Requests for the Town Council

- A. Keep Lawyers Row and Broadway Closed after Centreville Day (reopen by no later than 11 pm)
- B. Use of the two Extendable Lights (Public Works)

- If vendor participation is lite, Mr. Johnson stated he would only need one road closed.
- Mr. Johnson made a motion to have the roads closed after Centreville Day and for the duration of the Halloween Festival and re-open no later than 11 p.m., with the option to only close one street, including the rain date for Sunday October 27th from 5-9 p.m. Mr. Kiel seconded the motion, which passed unanimously.

d. Resolution 18-2024 -Classification Plan Amendment – Council President

- Resolution 18-2024 was presented for the purpose of amending the Town’s Classification Plan to add the Operations Manager position back in.
- Ms. Brinkley stated this is to add Operations Manager back to the Classification Plan.
- Mr. Worth asked to have the Matrix updated with the Operation Managers license requirements.
- Ms. Kaiser asked for a motion. Mr. Kiel motioned to amend the Town’s Classification Plan to add the Operations Manager position back in. Mr. Johnson seconded the motion, which passed unanimously.

Reports of Boards and Commissions

- Maryland Municipal League
 - Mr. Beauchamp reported that several years ago, MML raised the issue with the legislature regarding Highway User Revenues (HUR). This week the State has announced severe budget cuts to the Department of Transportation; however, Highway User Revenues will not be impacted.
- Council of Governments
 - Mr. Kiel stated there is a meeting in Queenstown next week on Wednesday, September 11, 2024.

- Park Advisory Board
 - Ms. Kaiser reported that the PAB did not meet this week but will meet the following Tuesday, September 10th. The Tree Board will also meet that night as well.
 - The Fishing Derby and Movie night is Saturday September 14, 2024. The Derby starts at 4 p.m. and the movie is at Dusk.
- Planning Commission
 - Mr. Worth reported the following:
 - The Planning Commission met last month and discussed a variance request on Watson Road. This request is in the critical area and needs to go to the Board of Appeals.
 - Approved the concept site plan for a small shopping center in the Business Park. The Planning Commission and others would like to connect this to the parking lot at Food Lion. Potential tenants include Dairy Queen, Advanced Auto Parts, possible Diner and some medical offices.
 - Made a favorable recommendation on Ordinance 08-2024 and Ordinance 09-2024. At the work session the Planning Commission attempted to introduce some modifications to the site plan code, to give them more authority. Ms. VanEmburch clarified that this adds standards for when the Planning Commission evaluates a site plan to enforce design standards with a developer.
 - A presentation was made regarding transects habitats which divides zoning sections and applies different standards to those areas.
 - Discussed Katrina cottages as a follow up to tiny homes.
 - A traffic study is recommended in the Comp Plan.
 - The Comp Plan future land use map has an error. The area opposite Millstream and Hillside is currently zoned C-2, but the Comprehensive Plan specifies open space.
 - The next meeting is scheduled for September 18, 2024.

Reports Department Heads

a. Town Manager

- Ms. Brinkley reported the following:
 - On Sunday September 22, 2024, staff will be attending Corsica River Day at Conquest Beach.
 - Staff have been working on multiple development projects.
 - October 17, 2024, will be the Reorganization meeting for the Town Council. On October 15, 2024, staff will hold an orientation for the new Council Member, Ms. Sandra Lee Huffer.
 - Uno Mas is asking for food pick up spots like what is available on Commerce Street. After some discussion, the Council is in favor of time limits for a few spots. The best carry-out spots for Uno Mas would be across the street in front of Town and Country Vet.

b. Town Clerk

- The Christmas Parade Committee met on Monday, August 26, 2024, and decided on “A Winter Wonderland” theme for the Parade. The parade will be held at 6:30 p.m. on December 6, 2024, and a rain date December 13th at 6:30 p.m.
- The Town has received a few Boards and Commissions applications, one for the Board of Supervisors of Elections and two for the Centreville Economic Development Authority.
- Ms. Brinkley and Ms. Adams are Grasonville Elementary School Character Counts Coaches.
- Concours d ’Elegance is asking to have Lawyers Row closed again on September 18th. Ms. Kaiser asked for a motion to close the road. Mr. Johnson motioned to close the road and Mr. Beachamp seconded the motion which passed unanimously.

Citizen Comments

No citizen comments

Council Roundtable

- Mr. Johnson wanted to thank Council President Kaiser on behalf of the Veterans for getting an answer and approval from Delmarva Power to use the electric poles to hang Hometown Hero Banners.

- Ms. Kaiser stated a constituent would like to have the parade be more inclusive and call it the Holiday Parade.
- Ms. Kaiser stated she met with Carol D’Agostino, Main Street Manager and Ms. Brinkley on the enforcement of the \$.10 bag charge and looking to find solutions to the issue. Plastic Free QAC has data they would like to present.
- Ms. D’Agostino wanted to do another reusable bag give-a-way and Ms. Kaiser suggested partnering with Character Counts to run a contest with Centreville schools to design the bag. Then have the Town vote for the best one.
- First Friday will be this Friday September 6th, with the last one being held October 7th.

Motion to Adjourn

Mr. Beauchamp made a motion to adjourn the September 5, 2024, Town Council meeting. Mr. Johnson seconded the motion. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

R. Gaye Adams
Town Clerk

Council Action Items:

1. Approved the meeting minutes of August 1, 2024.
2. Approved Resolution 14-2024 – Providence at Centreville – Annexation 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.
3. Approved Ordinance 05-2024 – Zoning Map Amendment – Rezoning Mapp 44-F – Parcel 60 – Providence at Centreville for the purpose of amending the Town of Centreville Zoning Ordinance, which is Chapter 170 of the Town Code, to zone land annexed into the Town of Centreville.
4. Approved Ordinance 06-2024 – Zoning Text Amendment – Chapter 170-29 – TND Zone for the purpose of amending the Town of Centreville Zoning Ordinance, which is Chapter 170 of the Town Code, as to the Town Traditional Neighborhood (TND) Zoning District.
5. Approved the Employment Agreement for the Department of Public Works.
6. Cancelled the October 7, 2024, Election per Section 419 of the Town Charter.
7. Approved Resolution 18-2024 for the purpose of amending the Town’s Classification Plan to add the Operations Manager position back in.
8. Approved road closures for the Halloween Festival October 26, 2024.
9. Approved road closure for the Concours d’Elegance on Lawyers Row on 9/28.