

Town Council of Centreville
October 3, 2024
7:00 p.m.
MINUTES

The October 3, 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: Ashely 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.

- Following the Pledge of Allegiance, and with no objections to the proposed agenda, Mr. Worth made a motion to approve the September 19, 2024, Town Council meeting minutes. Mr. Beauchamp seconded the motion, which passed unanimously.

Citizens Forum

No citizens offered comments.

Appearances

a. 2024 Fishing Derby Winners

- Ms. Sandy Simpson from the Parks Advisory Board was present to make the trophy presentations:

2024 Fishing Derby Winners
Saturday, September 14, 2024

| | | |
|------------------------------------|---|--|
| 2-5 age category: Perch | 3 yr. old *Zane Foulger | 3 years old 7” White |
| 6-9 age category: (two winners) | 7 yr. old Sophie McNiece 9 yr. old Connor Khamvongsa | 7 years old 11” Catfish 9 years old 11” Catfish |
| 10-12 age category: | 11 yr. old Brooks Bugg | 11 years old 11” Catfish |
| 13-15 age category: | 13 yr. old Logan Dean | 13 years old 15” Catfish |

b. Elaine Studley Queen Annes County Legacy Foundation 2024-2025 Update

- Ms. Studley and Mr. John Cook, who was representing his wife President Sharon Cook, discussed the many achievements the Legacy Foundation has done since its inception in 2018 and introduced two new exciting grant programs.

Rebecca Anne Marquardt

Matching Grant for Historical Preservation

Rebecca Marquardt was a founding member of QACLF who dedicated her life's work to historic preservation. Rebecca was a past president of the QAC Historical Society, a founding member of the QAC Legacy Foundation, professional grant writer/judge and a historical interior designer.

This grant will be awarded to organization projects:

- Maryland, national or NFP preservation grants with a matching fund requirement
- Preservation or replacement historic species of wood exterior or roof tops in an Centreville historic district building
- 501(c)(3) NFP historical organization or LLC in good standing.
- Collaboration with at least two NFP organizations and business owners
- Sponsorship donations equal to or greater than the requested match amount
- Maximum grant allocation is \$10,000

Judith Ewing Geggis

Grant for Heritage Tourism & Community Development

Judy graduated from Penn State School of Hotel and Institutional Administration. And worked for ARA Services (ARAMark) for 20 years as Food Service Director, and Director of Operations Services. Judy was a member of St. Paul's Episcopal Church, a Master Gardener, a member of the Queen Anne's County Historical Society, a QAC Legacy Foundation founding member. Judith was also a member of the DAR, General Perry Benson Chapter.

Judy dedicated her adult life to community volunteering. She was best known for unerring wisdom and joyful sense of humor.

This grant will be awarded to organization events / projects:

- Events which attract heritage tourism and/or arts and entertainment to the historic town square
 - Architectural enhancements which revitalize Main Street & the Centreville Square
 - Must include commercial sponsorships equal to or greater than the request
 - support the Centreville Economic Development study
 - Must be a 501(c)(3) NFP historical organization in good standing
 - Maximum grant allocation is \$5000.00
- The Legacy Foundation has also reinstated the Holiday Candlelight Tour for 2024

New Business

a. Board and Commission Applicants

2024 Boards and Commissions Applicants

| | | | |
|-------------|---|-------------|---------------|
| Pat Eginton | Park Advisory Board | 3-year term | expiring 2027 |
| Jill Kries | Centreville Board of Supervisors of Elections | 3-year term | expiring 2027 |

- Mr. Beachamp made a motion to appoint Pat Eginton to the Parks Advisory Board for a three-year term expiring April 2027 and Jill Kries to the Centreville Board of Supervisors of Elections for a three-year term expiring April 2027. The motion was seconded by Mr. Worth, which passed unanimously.

Old Business

a. Ordinance 10-2024 – Budget Amendment – Second Reading – Council President

- A second reading of Ordinance 10-2024 for the purpose of amending the Town of Centreville Fiscal Year Budget and all things related generally thereto.

As of June 30th, the Town completed the end-year mark of Fiscal Year (FY) 2024. At this time, departments should be at or around 100% of budget spent. The following is information to further explain certain line items:

- GF Revenue – 109% received (\$557,404 above estimated budget) – The differences are in Local income tax and Public Utility Tax.
- A70 – 104% spent (\$3,665 overspent) –There was an increase in MDIA fees.
- A81 – 109% spent (\$4,863 overspent) – Unexpected purchase of HVAC for unit in 105N Liberty.
- H40 – 167% spent (\$26,794 overspent) 212% received (\$32,665 extra received) – The overage in expenses is based on a Main Street Improvement Grant not budgeted for.
- EF Revenue – 103% received (\$93,766 above estimated budget) – The differences are in investment earnings and water revenue.
- 7-C21 – 102% spent (\$19,200 overspent) -The over-spend in this was based on electricity charges increasing after budget.
- 7-C24 – 104% spent (\$39,461 overspent) – Shipment of 200 water meters came in 9 months earlier than anticipated. 120 Water invoices are included in this department and are covered by a grant. Meter Installation contracted to VEPO to install meters in large quantities.

- 7-C25 – 132% spent (\$18,969 overspent) – Aging infrastructure and repairs that needed to be fixed.
- **Total General Fund Budget Amendment - \$35,322**
- **Total Enterprise Fund Budget Amendment - \$77,630**

| Revenue | Budget | Actual | Over(-)/Under (+) | Percentage Received |
|-----------------|--------------|--------------|-------------------|---------------------|
| General Fund | \$ 6,297,129 | \$ 6,854,533 | \$ (557,404) | 109% |
| Enterprise Fund | \$ 3,160,354 | \$ 3,254,120 | \$ (93,766) | 103% |

| Expenses | Budget | Actual | Over (-)/Under (+) | Percentage Spent | Amendment |
|----------------------|--------------|--------------|--------------------|------------------|------------|
| A10 (Legislative) | \$ 49,999 | \$ 47,081 | \$ 2,918 | 94% | \$ - |
| A70 (P&Z) | \$ 82,550 | \$ 86,215 | \$ (3,665) | 104% | \$ 3,665 |
| A81 (105 N. Liberty) | \$ 55,298 | \$ 60,161 | \$ (4,863) | 109% | \$ 4,863 |
| A92 (Admin) | \$ 1,474,640 | \$ 1,290,401 | \$ 184,239 | 88% | \$ - |
| B10 (Police) | \$ 2,282,766 | \$ 1,923,395 | \$ 359,371 | 84% | \$ - |
| B22 (Goodwill) | \$ 75,000 | \$ 75,000 | \$ - | 100% | \$ - |
| C11 (Streets) | \$ 1,645,079 | \$ 1,452,121 | \$ 192,958 | 88% | \$ - |
| C22 (Landfill) | \$ 386,469 | \$ 378,504 | \$ 7,965 | 98% | \$ - |
| D10 (Parks) | \$ 104,563 | \$ 104,563 | \$ - | 100% | \$ - |
| H40 (Mainstreet) | \$ 40,000 | \$ 66,794 | \$ (26,794) | 167% | \$ 26,794 |
| H60 (Cemetery) | \$ 42,127 | \$ 41,620 | \$ 507 | 99% | \$ - |
| H90 (Watershed) | \$ 12,315 | \$ 11,811 | \$ 504 | 96% | \$ - |
| 7-C21 (Sewer) | \$ 925,621 | \$ 944,821 | \$ (19,200) | 102% | \$ 19,200 |
| 7-C24 (Water) | \$ 1,032,778 | \$ 1,072,239 | \$ (39,461) | 104% | \$ 39,461 |
| 7-C25 (Farm) | \$ 59,202 | \$ 78,171 | \$ (18,969) | 132% | \$ 18,969 |
| Total Amendment | | | | | \$ 112,952 |

- A public hearing for Ordinance 10-2024 will be held at the November 7th Town Council meeting.

b. Ordinance 11-2024 – Sidewalks- Second Reading – Council President

- A second reading of Ordinance 11-2024 for the purpose of amending Chapter 134 of the code of the Town of Centreville regarding sidewalks.
- Several Council members voiced concerns over the Ordinance. Most found it is difficult to understand how property owners should be responsible for public sidewalk repairs. The public hearing is scheduled for November 7th, 2024, and the Council will wait for citizens comments to discuss the matter further.

Reports of Boards and Commissions

a. Maryland Municipal League

- Nothing at this time

b. Council of Governments

- Mr. Kiel stated the next meeting is scheduled for November 13, 2024 and Centreville will be hosting.

c. Park Advisory Board

- Ms. Kaiser reported the Fishing Derby was wildly successful and attendance was great.

d. Planning Commission

- Mr. Worth reported the following:
 - At the work session on Wednesday October 2nd there was an informal discussion as to what the division was for the Central Business District especially since it expanded CBD to include Railroad Avenue. A gathering place on Railroad Ave. for residents was discussed.
 - Discussed the changes in planning and development and what has been done so far.
 - The discussion of tiny homes was revisited, and the current code as written, would not allow Centreville’s tiny homes to be re-built should they become damaged or lost in a storm. There is a need to look at changes to the Town’s code to allow for those types of situations.
 - Transect concept and planning consultant discussions continue
 - Next meeting is Wednesday October 16, 2024

Reports Department Heads

a. Town Manager

- Ms. Brinkley reported the following:
 - Reminder the October 17, 2024, meeting is a reorganization meeting, and pictures will be taken.
 - Discussion regarding hunting the reuse farm. The farmer who tills the water re-use farm has asked for

permission to hunt it to mediate crop damage. They would only bow hunt as well as donate the meat to Hunters and Farmers for the Hungry in Tuckahoe. Currently his lease prohibits him from hunting on that property, Ms. VanEmburch stated a signed letter giving permission to hunt on that leased property is all that is needed to amend the lease.

- Ms. Kaiser stated that the hunters could complete the DNR form allowing non-property owners permission to hunt as written permission.
- By consensus, the Council approved this request.

b. Town Clerk

- Ms. Adams shared a request for a Proclamation from the Order of the Eastern Star for their 100th Anniversary celebration on Nov. 2, 2024. The Proclamation will need to be signed at the October 17th meeting.

Citizen Comments

June Clark- Invitation for the 3rd Annual ALS Walk

10:00am registration 11:00am walk

October 20, 2024, Rt. 18 Park 4-H Park Rd. Centreville MD

1 mile walk or 2-mile walk

Raffles, free coffee, fruit, health bars.

Council Roundtable

- Mr. Beachamp discussed that tree trimming that is anticipated on Green St and has requested a stop work order on that until the Town has a chance to think through and create a policy on tree trimming. Md. State Highway has guidelines and Mr. Beachamp does not feel those guidelines should be imposed on residential streets. He would like to have a policy in place before the program re-starts. Mr. Kiel stated that North Brook trees are an issue for buses and firetrucks.
- Ms. Kaiser informed the Council that Friday October 4th is the last First Friday until next year from 6-8pm on the Town Square.

Motion to Adjourn

Ms. Kaiser asked for a motion to adjourn, Mr. Worth made a motion to adjourn the October 3, 2024, Town Council meeting. Mr. Kiel seconded the motion. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

R. Gaye Adams

Town Clerk

Council Action Items:

1. Approved the meeting minutes from September 19, 2024.
2. Approved deer hunting on the Reuse Farm for the lessee.