

**Town Council of Centreville**  
**September 19, 2024**  
**7:00 p.m.**  
**MINUTES**

The September 5, 2024, Town Council meeting was called to order at 7:00 p.m. by Vice President Eric B. Johnson, Jr. at the Liberty Building located at 107 North Liberty Street, 2<sup>nd</sup> floor meeting room. The following members and staff were present: 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; Lt. Charles Larrimore, Centreville Police Department; 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 5, 2024, Town Council meeting minutes. Mr. Beauchamp seconded the motion, which passed unanimously.

Citizens Forum

No citizens offered comments.

Appearances

a. Mary Margret Goodwin- 250<sup>th</sup> Birthday preparations

- Ms. Goodwin presented her ambitious 250<sup>th</sup> Birthday Plan which includes the follow:
  - All historical information shall be turned into a book which shall be sold to help fund Town projects.
  - A property-by-property history of Centreville and Centreville’s historical importance in the wars that shaped America.
  - Turn the cemetery into a museum, expand on the history of the Wharf showing details on the Wharf’s trade importance, and sending food to Valley Forge.
  - Showcasing the history of the Town’s trains, fire department, schools and post office.
  - All culminating in a very long parade into the town and to the Wharf.
- More information will be posted to Facebook and the link will be on the home page of the Town’s Website.

Public Hearing

a. Ordinance 08-2024- Temporary Moratorium – Sponsored by Council Member Worth

- The public hearing for 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 was called to order at 7:26pm.
- Mr. Johnson asked Ms. VanEmburch to provide background on Ordinance 08-2024.
- Ms. VanEmburch clarified that Ordinance 08-2024 establishes a 6-month moratorium, allowing the Planning Commission time to work on changes to the code and define the concept of what a complete neighborhood is. This moratorium does not apply to commercial or industrial. At the same time, it affords the Planning Commission time to revise the Capacity Management Plan and Sewer Allocation Policy.
- Mr. Johnson called Ms. Adams to provide evidence of public notice of the hearing.
- Ms. Adams presented the certification of publication, that Ordinance 08-2024 was published in the Bay Times Record Observer.
- Mr. Johnsons asked for anyone in favor and then opposing Ordinance 08-2024. There being none, Mr. Johnson asked for a motion to adjourn the public hearing. Mr. Beauchamp so moved, and Mr. Worth seconded the motion which passed unanimously.

- The public hearing for Ordinance 08-2024 adjourned at 7:30 p.m.
- b. Ordinance 09-2024 - Cannabis Provisions –Sponsored by Council Member Worth
- The public hearing 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 was called to order at 7:30 p.m.
  - Mr. Johnson asked Ms. VanEmburch to provide background on Ordinance 09-2024.
  - Ms. VanEmburch clarified that the state has updated the recreational provisions, and this Ordinance brings the Town into compliance with the new state law. It removes the reference to medical and makes the setbacks match the state law.
  - This language also expands the ability to for a licensed dispensary in the C2 and C3 districts and bans smoking lounges in all zoning districts
  - Mr. Johnson called Ms. Adams to provide evidence of public notice of the hearing.
  - Ms. Adams presented the certification of publication, that Ordinance 09-2024 was published in the Bay Times Record Observer.
  - Mr. Johnsons asked for anyone in favor and then opposing Ordinance 09-2024. There being none, Mr. Johnson asked for a motion to adjourn the public hearing. Mr. Kiel so moved, and Mr. Worth seconded the motion which passed unanimously.
  - The public hearing for Ordinance 09-2024 adjourned at 7:33pm

Consent Agenda- Ordinance 08-2024- Temporary Moratorium and Ordinance 09-2024- Cannabis Provisions

- Mr. Johnson clarified how a consent agenda works: The Town Council may take one vote to act on all items on the Consent Agenda or may remove items for further discussion. Items not removed from the Consent Agenda will be considered in one motion. Items removed for clarification or discussion by the Council will be acted on as appropriate.
- Mr. Beauchamp moved to approve the consent agenda as presented, Mr. Worth seconded the motion.
- Mr. Johnson asked for any discussion, there being none, Mr. Johnson called for a roll call vote.

<b>Council Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Council Member Beauchamp	X			
Vice President Johnson	X			
President Kaiser				X
Council Member Worth	X			
Council Member Kiel	X			

New Business

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

- Ms. Luffman, provided background on Ordinance 10-2024 and the following memo:

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
<b>Total Amendment</b>					<b>\$ 112,952</b>

- Mr. Beauchamp made a comment to encourage Council members to look at the numbers not highlighted as it shows how the town underspent. The unexpected funds will fall to general fund and Mr. Beachamp is confident that those will be used appropriately.
- Ms. Brinkley clarified this is a first reading with the second reading on the October 3<sup>rd</sup> meeting. The October 17<sup>th</sup> meeting is the Reorganization meeting so no other business is on that agenda, therefore the Public Hearing will be November 7<sup>th</sup>, 2024.

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

- Mr. Johnson asked Ms. VanEmburch for background information.
- Ms. VanEmburch explained that she had sent a memo detailing a few items that needed to be cleaned up within our code. Specifically creating an Ordinance giving the Town protection to have the ability to repair, complete and maintain sidewalks. Language was also added to incorporate a universal snow removal policy.
- Mr. Johnson had a few changes to the wording of the Ordinance specifically Section 134-1 number two removing “in” the street to “on” the street and Section 134-6 adding in the italicized section “state” to the sentence “town which abuts a Town or “state” street”.
- Mr. Worth mentioned Section 134-5 should be in a zoning ordinance and subdivision regulations. Most older properties would not meet those technical specifications regarding sidewalks, so the Board of Appeals is still how they would resolve any issues. Eventually sidewalk specifications will need to be added to zoning.

c. Annexation & Public Facilities Agreement – Council President

- Ms. VanEmburch provided background on the agreement.
- At the September 5, 2025, meeting the Council approved Resolution 14-2024 for the Annexation of Providence at Centreville. The Annexation and Public Facilities agreement was received without proper time to review,.
- Mr. Beauchamp anticipates a Developer’s Rights and Responsibilities Agreement (DRRA) to follow, and Ms. VanEmburch agreed.
- Mr. Beauchamp moved to approve the Annexation and Public Facilities agreement, Mr. Worth seconded the motion, there being no discussion Mr. Johnson called a Roll Call Vote.

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			

d. South Pump Station Update & Repair Request – Clifford Matthews, Director of Public Works

- Mr. Matthews provided the following memo:

There are two submersible pumps at the South Pump Station; one of the two pumps in operation needed to be replaced. That pump is in the process of getting that fixed and Hill's Industrial took the old pump to their shop to evaluate the condition and make recommendations for repair. The pump was found to be viable to repair, rather than purchasing a new one.

Attached is the estimate to complete the necessary repairs. This would give us a spare pump if needed to replace the original pump that is in operation.

PROPOSED MOTION:

I MAKE A MOTION TO APPROVE THE PURCHASE OF THE HILL'S INDUSTRIAL JOB ESTIMATE FOR SUBMERSIBLE PUMP REPAIR AT A COST NOT TO EXCEED \$33,585.33.

QTY	Item Number	Description/Notes	Unit Price	Extended
		Nameplate Data: Horsepower:75, RPM/Frame:1770/320T, Mfg:FAIRBANKS MORSE, Model:D5434WD, Serial:954619-1, Voltage:460V		
2.0	RI75	WASH / BAKE / INSULATE	75.00	150.00
1.0	30-954619	VOLUTE (HANDLE COVER / HARDWARE AND GASKETS	12,260.45	12,260.45
1.0	33-954619	FRONT HEAD	4,975.00	4,975.00
1.0	31-954619	SOLID SEAL GLAND	287.50	287.50
1.0	KIT-320-954619	SUBMERSIBLE REPAIR KIT INCLUDES MECHANICAL SEALS / O-RING KIT AXIAL THRUST BEARINGS / SNAP RING KIT MOISTURE DETECTORS / RESISTOR / INSPECTION PLUG	8,145.00	8,145.00
1.0	MISC.2	HARDWARE	30.00	30.00
3.0	MPUN#61	UNI-VOLT 61 TRANSFORMER OIL, PER QUART	12.36	37.08
1.0	MPPOLY	MOBIL POLYREX EM BEARING GREASE	22.17	22.17
0.8	W-OIL	OIL DISPOSAL FEE, PER GALLON	4.17	3.13
		SHOP LABOR		7,200.00
		FREIGHT		475.00
		New Unit Replacement Price	58,220.00	
		***** Repair SAVINGS *****	24634.67	

- Mr. Kiel asked what a warranty was for a new pump vs a rebuilt pump. Mr. Matthews commented that the warranty is one year for both.
- Mr. Worth asked what the expected life expectancy on a pump is. Mr. Matthews commented that it depends on use. A pump removing more sand and sediment will not last as long as one that does not.
- Mr. Johnson asked for a motion to approve the repair, Mr. Kiel made the motion to approve the purchase of the Hills Industrial job estimate for submersible pump repair at a cost not to exceed \$33,85.33.
- diMr. Beachamp asked for an amendment to indicate “repair” instead of “purchase” as purchase denotes buying a new pump. There being no objections to the amendment, Mr. Johnson asked for any discussion, there being none, Mr. Worth seconded the motion which passed unanimously.

Reports of Boards and Commissions

- Maryland Municipal League
  - MML is now accepting registration to the Winter Conference.
- Council of Governments

- Mr. Kiel stated Todd Mohn spoke of the regional landfill that was supposed to be in Queen Annes County, which will now stay in Caroline County until 2042. The County has until 2028 to decide when the landfill does come back and whether to continue at Harper Road or come up with a new location.
  - The County wants to ensure our trash contractor is going to the regional landfill. Mr. Matthews confirmed that the contract stipulates them to do so.
  - ARPA money must be spent by December 31
  - Queenstown- Looking to have Cannabis growing farm off Cherry Lane. They currently have a one-acre greenhouse.
  - Commissioner Jack Wilson stated the language for accessory dwelling units has not been completed at this time and they are still working on it.
- Park Advisory Board
    - Ms. Brinkley informed the Council that the Fishing Derby was well attended, and the winners of the derby will be awarded their trophies at the October 3<sup>rd</sup> Meeting.
- Planning Commission
    - Mr. Worth reported the following:
      - The Planning Commission met Wednesday September 18<sup>th</sup> and discussed a land use map amendment that was included in the comprehensive plan. It will now go the State for a 60-day review, then a public hearing, and then changes to the zoning map.
      - Three Planning Commission members were interested in attending a State Planning Conference; however, our budget does not support that.
      - Mr. Worth requested a budget increase to attend these events in next years budget.
      - Ms. Brinkley stated she would work with Ms. Luffman to find the funds if necessary.
      - Mr. Beauchamp made a motion to amend the budget on an emergency basis to provide up to \$1000 per Planning Commission member to attend the conference.
      - Mr. Worth seconded the motion, which passed unanimously.

## Reports Department Heads

### a. Town Manager

- Ms. Brinkley reported the following:
  - Attended a conference on Flood Plain Management- the training was excellent
  - Just a reminder that the Oct. 7<sup>th</sup> election has been cancelled.
  - Staff are working on various development projects.
  - The new amended Tree List has been approved.
  - Mr. Johnson asked when the detention center will move? Ms. Brinkley stated there has been no mention of the timeline and she will follow up.

### b. Chief of Police

- Lt. Larrimore presented the August monthly report:
  - Small increase in traffic citations, Motor Vehicle warnings, and safety repairs. The increase was due to school being back in and increased traffic.
  - In August National Night was a huge success. Thank you to Laura Anthony and her husband for getting that set up.
  - Working with Lexipol to update manuals and policies
  - Mr. Johnson pointed out no juvenile arrests for August.

### c. Director of Public Works

- The Neptune portal is operational, allowing customers to track their water usage.
- On Sunday September 22<sup>nd</sup> at Conquest Beach, staff will be on hand for Corsica River Day, from 12-3 p.m. They will be discussing Scoop the Poop, phragmites program, and the wastewater treatment plant upgrade. There will be raffles and giveaways.

## Citizen Comments

No citizen comments

## Council Roundtable

- Mr. Kiel mentioned there is a camper on a lot in town and someone is living in this camper.
- Mr. Dan Tabler on October 7 and Ms. Ruth Tabler on October 26<sup>th</sup> turns 100 years old. On October 13<sup>th</sup> Goodwill Fire Company will hold a parade for them and asked for a proclamation.
- Mr. Worth wanted to know if there should be another officer defined on the Council. In the event the President and Vice President are not available for a meeting the Council will decide who will run the meeting among those members present.
- Mr. Worth also wants to discuss at a future meeting murals in the historic district. He stated regulations and guidelines should be established.
- Mr. Johnson asked the Council if they wanted to discuss at a future meeting creating guidelines.
- Mr. Beachamp asked Ms. VanEmburch how to start creating the ordinance. Ms. VanEmburch stated it would be advised for staff to investigate other ordinances and report back to the Council at the next meeting. Mr. Beachamps moved to start the mural ordinance process; Mr. Worth seconded the motion, which passed unanimously.
- Mr. Johnson asked if Delmarva Power could get something in writing from DPW on what poles can be used and formal communication from the Hometown Heroes' installers to Delmarva Power and the Town on their exact role. Mr. Matthews stated he will get the pole numbers from the Hometown Heroes individuals and the Town will submit them to Delmarva Power.

## Motion to Adjourn

Mr. Beachamp made a motion to adjourn the September 19, 2024, Town Council meeting. Mr. Worth seconded the motion. The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

R. Gaye Adams  
Town Clerk

## Council Action Items:

1. Approved the meeting minutes from September 5, 2024.
2. Approved Ordinance 08-2024 – Temporary Moratorium.
3. Approved Ordinance 09-2024 – Cannabis Provisions.
4. Approved Annexation & Public Facilities Agreement for Providence at Centreville.
5. Approved South Pump Station pump repair.
6. Approved a budget amendment to allow the Planning Commission to use \$1000 per member for State Planning conference.