

Town Council of Centreville

August 4, 2016

7:00 p.m.

MINUTES

The August 4, 2016 Town Council meeting was called to order at 7:00 p.m. by President George G. Sigler at the Liberty Building, 107 N. Liberty Street, 2nd floor meeting room. The following members and staff were present: George G. Sigler, President; Timothy E. McCluskey, Vice President; Jim A. Beauchamp, Member; Steve Walls, Town Manager; Sharon VanEmburch, Town Attorney; Clifford Matthews, Director of Public Works; Charlie Rhodes, Chief of Police; Lt. Kenny Rhodes, Centreville Police Department; Martha Darling Sparks, Finance Officer; Krystel Ebaugh, Human Resources Specialist; and Carolyn Brinkley, Town Clerk.

Review and Approval of Minutes

Following the Pledge of Allegiance, Mr. Beauchamp requested the June 30, 2016 and July 7, 2016 meeting minutes be tabled until the following meeting.

Appearances

- a. Centreville Police Department – New Officer Swearing In
 - Mr. Sigler administered the oath of office, swearing in Charles Harris, IV as an Officer of the Centreville Police Department.

Citizens Forum

Mary Roby, Liberty Street and Mary Margaret Goodwin, Commerce Street, offered comments.

Public Hearing – Ordinance 06-2016 – Solar Panels

- The public hearing for Ordinance 06-2016 – Solar Panels was called to order at 7:15 p.m.
- Ms. VanEmburch read Ordinance 06-2016 of the Town Council of Centreville, to amend the Town's Zoning Ordinance codified as Chapter 170 of the Town Code by special exception solar arrays and to define solar energy and solar arrays in the Residential (R2) District and provide for roof mounted solar panels in all residential zoning districts and enforce the Town's Zoning Ordinance more effectively.
- Mr. McCluskey reported that a few years ago Queen Anne's County installed a large solar array at Safety Drive and following, the Town installed a large solar array at the sprayfield. He stated that the Board of Education would like to install a solar array to service the high school and middle school properties and at this time, the Town's zoning code does not allow for solar arrays. Mr. McCluskey stated this ordinance would require these applications to be heard as a special exception by the Board of Appeals.
- Ms. Brinkley verified that the notice of hearing was publicized in the Record Observer, a newspaper printed and published in Queen Anne's County.
- There being no legal matters relating to the jurisdiction of the Town Council of Centreville nor any objections in regards to the Notice of Public Hearing, Mr. Sigler asked for comments from anyone in favor of the proposed Ordinance 06-2016.
- No one spoke in favor of Ordinance 06-2016.
- Mr. Sigler asked for comments from anyone opposed to the proposed Ordinance 06-2016.
- No one spoke in opposition of Ordinance 06-2016.
- Mr. Beauchamp made a motion to adjourn the August 4, 2016 Public Hearing for Ordinance 06-2016. Mr. McCluskey seconded the motion, which passed unanimously. The meeting adjourned at 7:19 p.m.

Public Hearing – Ordinance 10-2016 – Text Amendment: Chapter 170 – Parking Standards

- The public hearing for Ordinance 10-2016 – Text Amendment: Chapter 170 – Parking Standards was called to order at 7:19 p.m.

- Mr. Sigler read Ordinance 10-2016 of the Town Council of Centreville amending the Town’s Zoning Ordinance codified as Chapter 170 of the Town Code, to modify the parking standards to allow for deviations from the prescribed standards.
- Mr. Walls reported that this ordinance would allow the Planning Commission leniency with deviations of the current parking standards.
- Ms. Brinkley verified that the notice of hearing was publicized in the Record Observer, a newspaper printed and published in Queen Anne’s County.
- There being no legal matters relating to the jurisdiction of the Town Council of Centreville nor any objections in regards to the Notice of Public Hearing, Mr. Sigler asked for comments from anyone in favor of the proposed Ordinance 10-2016.
- Mr. Michael Whitehill, Liberty Street spoke in favor of Ordinance 10-2016.
- Mr. Sigler asked for comments from anyone opposed to the proposed Ordinance 10-2016.
- No one spoke in opposition of Ordinance 10-2016.
- Mr. Beauchamp made a motion to adjourn the August 4, 2016 Public Hearing for Ordinance 10-2016. Mr. McCluskey seconded the motion, which passed unanimously. The meeting adjourned at 7:26 p.m.

Old Business

a. Ordinance 06-2016 – Solar Panels – Consideration

- The Town Council discussed the changes recommended by the Centreville Planning Commission and reported that the Centreville Planning Commission forwarded a favorable recommendation of Ordinance 06-2016 to the Town Council.
- Mr. Beauchamp suggested under section (c) (i) to change the word “shall” to “may”.
- Mr. Beauchamp made a motion to approve Ordinance 06-2016 with the two (2) changes recommended by the Centreville Planning Commission and changing “shall” to “may” in Section 3 (C) (11) (c) (i). Mr. McCluskey seconded the motion, which passed unanimously.

b. Ordinance 10-2016 – Text Amendment: Chapter 170 – Parking Standards – Second Reading

- The Town Council discussed Ordinance 10-2016 for the purpose of amending Chapter 170 of the Town Code to modify the parking standards to allow for deviations from the prescribed standards.
- Mr. McCluskey stated that he was not in favor of the up to 50% deviation to the parking standards.
- Mr. Beauchamp stated that they could see how these changes are implemented by the Planning Commission and look at alternates in the future if changes need to be made.
- Mr. Beauchamp made a motion to approve Ordinance 10-2016 – Text Amendment: Chapter 170 – Parking Standards. Mr. Sigler seconded the motion. The motion passed with Mr. Beauchamp and Mr. Sigler voting in favor and Mr. McCluskey opposed.

New Business

a. Resolution 08-2016 – Wharf Park Master Plan

- Mr. Walls reported that Resolution 08-2016 was for the purpose of accepting and adopting the Centreville Wharf Park Master Plan for future development of all town-owned parcels at the Centreville Wharf Park area.
- Mr. Beauchamp stated that he has requested the Centreville Wharf Building be implemented into the master plan.
- Mr. McCluskey made a motion to accept Resolution 08-2016 for the purpose of adopting the Wharf Park Master Plan. Mr. Sigler seconded the motion. The motion passed with Mr. McCluskey and Mr. Sigler in favor and Mr. Beauchamp abstained.

b. Ordinance 09-2016 – Purchase of 105 N. Liberty Street for Public Parking – First Reading

- Ms. VanEmburch read Ordinance 09-2016 for the purpose of accepting a special warranty deed for the parcel of real property known as 105 North Liberty Street and to authorize the Town Manager to execute any and all documents necessary to consummate the purchase of 105 North Liberty Street in compliance with the Charter of the Town of Centreville, Article III, Section 301, paragraph 46 and

Section 5-204(c)(1) of the Local Government Article of the Annotated Code of Maryland; and all matters related thereto.

- Mr. McCluskey reported that there were negotiations of the site plan approval of the new Queen Anne's County Courthouse which required additional parking. The Town Council negotiated with a Public Works Agreement for Queen Anne's County to pay a fee-in-lieu of to the Town.
- Mr. McCluskey stated that the purchase price of the property at 105 N. Liberty Street is \$880,000 and Mr. Beauchamp reported that the cash flow does work. He stated that the Town's annual mortgage amount is below what the County will be paying annually at an interest rate of 2.4%.

c. Accounting Software – Proposal Award

- Ms. Ebaugh reported that Town staff received proposals and on-site demonstrations from three accounting software companies. After careful review, staff recommended Edmunds and Associates, Inc., cloud based system.
- Ms. Sparks stated that she is comfortable with Edmunds and Associates, Inc. however would like to find out if inter-fund activity is recorded in the general ledger and that each separate fund is balanced.
- Mr. McCluskey and Mr. Beauchamp discussed the difference in price between the cloud based system and the server-based system and were in favor of the server-based system. Mr. Sigler was in favor of staff's recommendation for the cloud based system.
- Mr. McCluskey made a motion to approve Edmunds and Associates, Inc. server-based system as the Town's new accounting software at a cost of \$62,035 for the initial set-up and \$13,177.50 for the 2nd year through the 5th year. Mr. Beauchamp seconded the motion. The motion passed with Mr. McCluskey and Mr. Beauchamp voting in favor and Mr. Sigler opposed.

d. Sidewalk Expansion – Commerce Street

- Mr. McCluskey proposed the removal of five (5) parking spaces in front of O'Shuck's Irish Pub, Colosseum Pizza and Commerce Street Creamery to complete a sidewalk expansion project that would allow restaurants space to provide an outdoor dining option.
- Mr. McCluskey reported that staff met with Greg Holsey with the MD State Highway Administration (SHA) to discuss the option of expanding the sidewalk 8½ feet. The Town received preliminary approval from SHA as long as proper permits and traffic control measures are completed.
- Mr. Beauchamp suggested working through the ordinance first prior to submitting for permits, etc.
- Mr. Sigler suggested the removal of three additional spaces to the north which would remove three (3) parking spaces to the south of the ADA ramp and five (5) spaces to the north of the ADA ramp.
- After some discussion, Mr. McCluskey made a motion to authorize the Town Manager to proceed with permitting for the sidewalk expansion project on Commerce Street including curb and gutter to the full extent of eight (8) parking spaces, three (3) parking spaces to the south of the ADA ramp and five (5) spaces to the north of the ADA ramp and to return to the Town Council with a report prior to expending any money. Mr. Sigler seconded the motion, which passed unanimously.

e. Ordinance 11-2016 – Text Amendment: Outdoor Dining in Central Business District – First Reading

- Mr. McCluskey read Ordinance 11-2016 for the purpose of amending the Town's Zoning Ordinance codified as Chapter 170 of the Town Code to add certain definitions, to clarify certain definitions and to allow outdoor dining areas in the public right of way in the Central Business District, in order to administer and enforce the Town's Zoning Ordinance more effectively.
- Mr. McCluskey reported that the current language reads "outdoor dining areas" as areas that would only allow tables with no table service and "outdoor cafes" as areas that would allow tables to be permanently fixed and table service/beverages permitted. Mr. McCluskey suggested changing the language to read outdoor table, instead of dining and outdoor dining instead of café.
- Mr. McCluskey requested Ordinance 11-2016 be provided to the Centreville Planning Commission for review and recommendation at their August 17th meeting and a public hearing be scheduled for the September 1st Town Council meeting.

Correspondence

Mr. Sigler read a letter that was received by the Friends of Queen Anne's County Library announcing a Spelling Bee fundraiser they will be holding on October 20th. The cost to register a three-person team is \$200. Mr. McCluskey made a motion to sponsor a team for \$200, which will be the Centreville Town Council, and offer \$60 in Centreville Dollars to be used as prizes for the competition. Mr. Beauchamp seconded the motion, which passed unanimously.

Mr. Sigler read a letter from the MD State Highway Administration regarding the Town's request to install larger conduits under the 301/304 overpass to allow for future growth from the Town based on the State's Smart Growth Initiative. Mr. Sigler reported that the SHA will be happy to install the larger conduits however; the Town will need to cover the increased cost of larger sleeves. By consensus, the Town Council requested the Town Manager communicate to SHA to leave the sleeves as is and to not increase the size.

Reports of Department Heads

a. Town Manager

- Mr. Walls reported that he received a request from Queen Anne's County Department of Public Works for the Town Council to consider a temporary exemption from provisions in Chapter 88 Sections 1 and 2, Noise Ordinance, for the duration of the Circuit Courthouse project. Mr. McCluskey made a motion to waive Chapter 88 as requested. Mr. Beauchamp seconded the motion, which passed unanimously.
- Mr. Walls reported that he has been coordinating the Community Parks & Playground grant which is due August 17th and helping with zoning matters in the absence of the Zoning Administrator.

b. Chief of Police

- Chief Rhodes presented the Police Department's July 2016 monthly report.
- Chief Rhodes reported that August 2nd was another successful National Night Out held on Lawyer's Row and thanked everyone for their support.

c. Director of Public Works

- Mr. Matthews reported that July was tough on the Streets department due to the weather with the rain and not being able to cut grass and then the extremely high temperatures. He also reported that the Water/Wastewater department has upgraded the controls for the sprayfield.
- There was discussion regarding citizens calling Chesapeake Waste directly instead of Town Hall. Mr. Matthews stated that he received a call from a citizen about this and Mr. Walls reported that this procedure is in the Town's contract with Chesapeake Waste that they would be responsible for the customer service to our citizens.
- Mr. Sigler asked that an email blast be sent notifying citizens to call Chesapeake Waste and they can call Town Hall also if needed.

d. Finance Officer

- Ms. Sparks reported that she met with the new auditor, SB & Company and has been very impressed with their work so far.

e. Town Clerk

- Ms. Brinkley reported that she has returned to working on the new website and is hopeful it will go live by the end of the month.

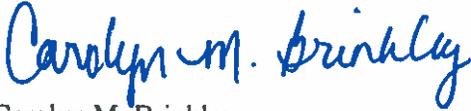
Citizens Forum

No citizens offered comments.

Motion to Adjourn

There being no further business, Mr. Beauchamp made a motion to adjourn the August 4, 2016 Town Council meeting. Mr. McCluskey seconded the motion, which passed unanimously. The meeting adjourned at 9:01 p.m.

Respectfully submitted,



Carolyn M. Brinkley
Town Clerk

Council Action Items:

1. Tabled the June 30, 2016 and July 7, 2016 meeting minutes.
2. Approved Ordinance 06-2016 to amend the Town's Zoning Ordinance codified as Chapter 170 of the Town Code by special exception solar arrays and to define solar energy and solar arrays in the Residential (R2) District and provide for roof mounted solar panels in all residential zoning districts and enforce the Town's Zoning Ordinance more effectively with the two (2) changes recommended by the Centreville Planning Commission and changing "shall" to "may" in Section 3 (C) (11) (c) (i).
3. Approved Ordinance 10-2016 – Text Amendment: Chapter 170 – Parking Standards for the purpose of amending the Town's Zoning Ordinance codified as Chapter 170 of the Town Code, to modify the parking standards to allow for up to 50% deviation from the prescribed standards.
4. Approved Resolution 08-2016 for the purpose of adopting the Wharf Park Master Plan.
5. Approved Edmunds and Associates, Inc. server-based system as the Town's new accounting software at a cost of \$62,035 for the initial set-up and \$13,177.50 maintenance fees for the 2nd year through the 5th year.
6. Authorized the Town Manager to proceed with permitting for the sidewalk expansion project on Commerce Street including curb and gutter to the full extent of eight (8) parking spaces, three (3) parking spaces to the south of the ADA ramp and five (5) spaces to the north of the ADA ramp and to return to the Town Council with a report prior to expending any money.
7. Approved sponsoring a team for \$200, which will be the Centreville Town Council, and offer \$60 in Centreville Dollars to be used as prizes for the Friends of QAC Library Spelling Bee fundraiser.
8. By consensus, the Town Council requested the Town Manager communicate to SHA to leave the sleeves as is at the 301/304 overpass project and to not increase the size.
9. Approved request from Queen Anne's County Department of Public Works to issue a temporary exemption from provisions in Chapter 88 Sections 1 and 2, Noise Ordinance, for the duration of the Circuit Courthouse project.