

Town Council of Centreville
February 6, 2025
7:00 p.m.

MINUTES

The February 6, 2025 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; Jeffrey D. Kiel, Vice President; Jim A. Beauchamp, Daniel B. Worth, and Sandra L. Huffer, Members; Carolyn Brinkley, Town Manager; Sharon VanEmburch, Town Attorney; Clifford “Kip” Matthews, Director Public Works; Karen Luffman, Finance Director; Chief Robert L. Hobbs, Centreville Police Department; and Gaye Adams, Town Clerk.

- Following the Pledge of Allegiance, President Kaiser suggested the agenda be updated on the website with the new edits that were made after the packets were emailed. Mr. Worth made a motion to approve January 16, 2025, meeting minutes. Mr. Kiel seconded the motion, which passed unanimously.

Closed Session Statement

(i) The Town Council met in closed session on Thursday, February 6, 2025, at 6:15 p.m. to discuss personnel and legal advice in accordance with the Maryland Open Meetings Act. (ii) Three 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 and Legal Advice- no actions were taken.

The following members and staff were present: The following members and staff were present: Ashley H. Kaiser, President; Daniel B. Worth, Jim A. Beauchamp, and Sandra Lee Huffer, Members; Carolyn M. Brinkley, Town Manager; Sharon VanEmburch, Town Attorney; and Gaye Adams, Town Clerk. Jeffrey D. Kiel came to the meeting at the end.

The meeting was adjourned at 6:42 p.m.

Citizens Comments

Ms. Linda Friday, President, Queen Anne’s Chamber of Commerce presented the Town with a stone plaque in recognition of 230 years in business.

Warren Wright, Queen Anne's County Drug Free Coalition, informed the Council that the Queen Anne's County High School Drug Free Ambassadors won the National Anti-Fentanyl Contest through SAMSHA. The Town would like to congratulate those students for all their hard work.

New Business

a. Karen Luffman-Finance Officer-FY 25’ Budget Update

- Ms. Luffman informed the Council that most departments have spent about 50% of their budget.

General Fund Revenues

- 67% received 6 months into FY25
- Variables that can affect this number are:
 - Property Tax – 65% received with the largest payment in October each year and the additional 35% to be received in the remaining months of FY25.
 - Local Income Tax – at 47% received, with an additional 53% expected to be received in the remaining months of FY25.

General Fund Expense

- All accounts in the General Fund are at or below 50% spent, except for the Cemetery, which is at 56% (Based on contract services cost).

Enterprise Fund Revenues

- At 47% received 6 months into FY25.
- Variables that can affect this revenue are the timing of payments for utility bills made by residents, water/sewer allocations, and interest rates.

Enterprise Fund Expense

- All accounts in the Enterprise Fund are at or below 50% spent.

Notes

- Pension expenses for the entire year were paid in December; no more payments are coming out this fiscal year.
- Debt payments in Enterprise Fund show no payments as the principal payments are not made on debt until April-May. Interest payments are paid out of expense accounts. Principal payments are paid out of liability accounts.
- ARPA funds are obligated as of 12/31/2024.

- b. Clifford “Kip” Matthews- Director of Public Works-Sidewalk, Trash and Yard Waste Updates
Matthews, Director of Public Works, discussed the remaining trash contract and sidewalk repairs with the Town Council. He stated that the current trash/recycling contract can be extended through June 2026 with a contract extension.

Council Trash, Recycling & Yard Waste Contracts Update January 2025

Trash & Recycling Contract

Current contract since July 1, 2021, through June 30, 2024 (3 years and 2 additional year extensions)

Currently operating on the first extension July 1, 2024, through June 30, 2025

- Current Trash Charge \$22,024.05 per month
- Current Recycling Charge \$4,210.22 per month
- Total per month charge \$26,234.27 Per month
- Annual Total Cost \$626,622.48

Last contract extension is for July 1, 2025, through June 30, 2026

- FY 26 Trash charge \$22,572.44 per month
- FY 26 Recycling Charge \$4,316.36 per month
- Total per month charge \$26,888.80 per month

Town Customers quarterly utility billing includes Trash collection, Town supplied 36 gallon recycle cart, Recycling collection and Yard waste collection.

- \$52.99 per Quarter

Residential trash only collection fees for customers in the county with contracted service for Trash alone (Not Recycling, No Yard Waste)

- \$85 to \$90+ per Quarter

- The Town will look at rebidding this contract prior to the contract expiration in 2026.
- Mr. Matthews also discussed sidewalk repairs, in relation to [Ordinance 11-2024](#), the Town Council recently passed. DPW will develop a policy to determine the order in which sidewalks will be repaired. They will determine how sidewalks will be triaged when developing the list and determine the status of repair. This policy will reflect a 5-to-8-year time period.
- Lastly, Mr. Matthews is very happy with the yard waste contractor and provided a synopsis of the current contract agreement.

Yard Waste Contract

Current Contract since July 1, 2021, through June 30, 2026 (5 years and 2 additional year extensions) The contract is for 40 weeks a Fiscal Year from July 1st through to the second Monday in December and from the second from the last Monday in March through June 30th.

We will be operating on the 2nd half of our 4th year contract starting March 17, 2025, through June 30, 2025

- Upcoming yard waste collection charge \$6,001.60 per month
- Annual Total Cost \$58,515.60

c. Ordinance 01-2025- Amending Chapter 158, First Reading- Vehicles, Non-Self Propelled- Council Member Beauchamp

- Mr. Beauchamp provided background on Ordinance 01-2025 for the purpose of amending Chapter 158 Vehicles, Non-Self Propelled.
- This ordinance contains a 48-hour provision for recreational vehicles allowing them to be parked on the road prior to and after using.
- This includes boats, boat trailers and work trailers.
- Mr. Worth and Mr. Kiel expressed concerns with this ordinance as there are properties that do not have a driveway or a backyard in town.
- Ms. Kaiser suggested that perhaps they look at the language and amend the ordinance regarding size and length.

d. Ordinance 02-2025 – Moratorium Extension, First Reading – Sponsored by Council Member Worth

- Ordinance 02-2025 was presented for the purpose of extending the temporary moratorium for an additional period of three (3) months 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 requested to amend the Ordinance from 3 months to 6 months.
- Several Council members expressed concern about extending the moratorium for 6 more months.
- Ms. Huffer suggested the Council should receive a memo from the Planning Commission outlining specific details on how they will address the code changes needed within the 6-month time frame request.

Reports of Board and Commissions

a. Maryland Municipal League

- Mr. Beachamp had nothing significant to report.

b. Council of Governments

- Mr. Kiel stated the Council of Governments meeting will be held at the Liberty Building 5:30 p.m. on February 12, 2025.

c. Park Advisory Board

- Nothing at this time

d. Planning Commission

- Code changes to Planned Neighborhood was discussed at the work session.
- GTI did not meet the tree canopy coverage per their agreement. They will plant 23 trees throughout the town or pay a fee in lieu of.
- Discussed the changes to the YMCA pool pavilion.
- The Planning Commission will hold a public hearing on February 19, 2025 on the Town of Centreville's Comprehensive Plan amendment.
- The next Planning Commission meeting will be held February 19, 2025.

e. Economic Development

- The Town Council is going to reorganize the existing structure of CEDA before they appoint anyone to the committee.

Reports of Department Heads

a. Town Manager

- Ms. Brinkley stated the lobbyist will provide the town with updates on the current legislation before the Maryland General Assembly at the February 20, 2025 meeting.
- The Town's auditor will also provide updates at the February 20, 2025 meeting.
- Ms. Brinkley stated a new bill is being considered at the Maryland General Assembly, Senate Bill 20, which increases code infractions from a \$1000.00 maximum to \$5000.00.
- The Town of Centreville works with a broker for our energy rates. Currently looking at prices now.
- The Town Council gave Ms. Brinkley the authority to use her discretion regarding the energy rates.

b. Police Department

- Chief Hobbs had nothing significant at this time.
- Ms. Kaiser wanted to discuss school bus speeding as well as the Kennard Elementary School pick up line traffic backups. Chief Hobbs will conduct a meeting with the school bus companies to address speeding if it continues to be a problem. Ms. Kaiser would like to be present for that meeting.
- Chief Hobbs has also met with Kennard Elementary School to discuss ways to elevate the backup caused at the elementary school. He stated they are trying different solutions, however, parents are simply not following the rules.

c. Town Clerk

- Ms. Adams reported that it is time to register for the Maryland Municipal League Summer Conference which is June 22-25, 2025.
- The volunteer appreciation dinner is March 8, 2025 at the American Legion.

Citizens Forum

- No citizens comment.

Council Roundtable

- Mr. Beauchamp discussed the impending snow and wants to send warning letters to those who do not shovel their sidewalks in a timely manner after the snow.

Motion to Adjourn

There being no further business, Mr. Beauchamp made a motion to adjourn. Mr. Kiel seconded the

motion. The meeting was adjourned at 8:11 p.m.

Respectfully submitted,

R. Gaye Adams
Town Clerk

Council Action Items:

-Approved meeting minutes 1/16/2025