

Town Council of Centreville

November 3, 2022

7:00 p.m.

MINUTES

The November 3, 2022 Town Council meeting was called to order at 7:00 p.m. by President Steven K. Kline at the Liberty Building located at 107 N. Liberty Street, 2nd floor meeting room. The following members and staff were present: Steven K. Kline, President; Ashley H. Kaiser, Vice President; Eric B. Johnson, Jr., Daniel B. Worth, and Jim A. Beauchamp, Members; Charles (Chip) Koogler, Town Manager; Clifford (Kip) Matthews, Director of Public Works; Chief Robert Hobbs, Centreville Police Department; Sharon VanEmburch, Town Attorney; Ashley Russ, Finance Specialist; and Carolyn Brinkley, Town Clerk.

- Following the Pledge of Allegiance and a moment of silence, Mr. Johnson made a motion to approve the October 20, 2022 meeting minutes, as presented. Mr. Beauchamp seconded the motion, which passed unanimously.

Closed Session Statement

(i) The Town Council met in closed session on Thursday, November 3, 2022 at 6:30 p.m. at the Liberty Building, 107 N. Liberty Street, 2nd floor meeting room 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 topics:

- Personnel – Discussed a recommendation made to the Town Council from the Personnel Review Board and discussed an application received for a board or commission position.

Actions: No actions taken.

The following members and staff were present: Steven K. Kline, President; Ashley H. Kaiser, Vice President; Eric Johnson, Jr., Daniel B. Worth, and Jim A. Beauchamp, Members; Sharon VanEmburch, Town Attorney; Krystal Ebaugh, Human Resources Manager; and Carolyn Brinkley, Town Clerk.

The meeting adjourned at 6:56 p.m.

Citizens Forum

No citizens provided comments.

PUBLIC HEARING COMMENTS, Continued: Ordinance 09-2022 – Carter Farm Growth Allocation

- Mr. Kline stated that public comment was held open for an additional two weeks to receive comments regarding Ordinance 09-2022, Carter Farm Growth Allocation.
- Sandy Huffer, Corsica Street and Rob Etgen, provided comments in favor of Ordinance 09-2022.
- Tim McCluskey, Watson Road; Tim O'Brien, Chesterfield Avenue; Fred Beu, Chesterfield Avenue; Bob McGrory, Chesterfield Avenue; spoke in opposition of Ordinance 09-2022.
- There were comments received prior to the Town Council meeting in opposition to Ordinance 09-2022. A letter was sent notating the following names: Dave and Wendy Hubbert, Chesterfield Avenue; Mark and Wendy Emerson, Chesterfield Avenue; Dan and Hallie Rugg, Watson Road; Rhonda Townley, Water Street; Chris and Lucy Marks, Chesterfield Avenue; Jennifer and Gabe Houghton, Chesterfield Avenue; Tim and Joanne O'Brien, Chesterfield Avenue; Paul and Patricia Gerhardt, Chesterfield Avenue; Kathleen and James McGinness, Chesterfield Avenue; Allen and Christine Stevens, Chesterfield Avenue; Bob McGrory and Laura Van Wie McGrory, Chesterfield Avenue; Kyle and Megan Farabaugh, Chesterfield Avenue; John and Wendy Walter, Front Street; Michelle and Frank Draper, Bulle Rock Drive; Andrea Jarrard, Chesterfield Avenue; Pat and Ron Houghton, Hammond Street; Isabel Bonfoey, Chesterfield Avenue; Tim McCluskey, Watson Road; Jessica McCarthy and Coleman Sellers, S. Liberty Street; Eric Weimer, Cypress Street; Susan Lins, S. Commerce Street; William Myers and Julia Morris-Myers, Belvedere Avenue; Jane Keller, Belvedere Avenue; Stefan and Debora Scaggiari, Chesterfield Avenue; Amy and Bryan Palen, Chesterfield Avenue; and Patrice and John Eqinton, Hammond Street.
- Comments were received prior to the meeting from: Andrea Jarrard, Chesterfield Avenue; Tim McCluskey, Watson Road; Jillian Cordova; Frederick Beu, Chesterfield Avenue; Fern Beau, Chesterfield Avenue; Jane Keller, Watson Road; P. Cameron Glaws, Chesterfield Avenue; Emma and Anthony Harris, Watson Road; Carolyn Ann York, Watson Road; Jason Lewis, Centreville Heights; Todd Jarrard, Chesterfield Avenue; and Tim and Joanne O'Brien, Chesterfield Avenue.

- There being no further business regarding public hearing comments for Ordinance 09-2022, Mr. Johnson made a motion to adjourn the public hearing for Ordinance 09-2022. Mr. Beauchamp seconded the motion, which passed unanimously.

Old Business

a. Community Concerns Regarding Carter Farm – Council Member Johnson

- Mr. Johnson stated he met with a group of citizens regarding questions they had related to the Carter Farm. He provided a power point showing the following questions:
 - What is the business plan for the farm? It was reported that a business plan of the farm does not yet exist. Why is that?
 - There are varying definitions of the term agrihood. How does the Carter Farm Project qualify as an agrihood? Why does it seem so different than other agrihood projects?
 - Clarify the benefits of being a mandatory CSA member and the total individual subscriber cost. What does participation buy a resident that is a member?
 - There are serious questions about the Carter Farm “numbers” as a whole. How were the property tax numbers/the tax base determined?
 - Is the Town subsidizing the project for the first couple of years until there is a positive revenue?
 - The town will not have a new/expanded wastewater treatment facility for at least 4 to 5 years after funding is secured. How will Carter Farm’s requirement for wastewater treatment be handled within this timeframe?
 - Can the traffic study be released in its full version to the public? How are the existing traffic issues being mitigated?
 - Has a crime impact study been completed and if not when will it be completed? Can the results be provided to the community?
 - Has a school impact study been completed and if not when will it be completed? Can the results be provided to the community?
 - Has an environmental impact study been completed and if not when will it be completed? Can the results be provided to the community?
 - As a result of the current financial climate, is the project’s business plan still viable? Considering the impact of the pandemic, rising interest rates, inflation, and other variables, do the market study and financial analyses need to be repeated?
 - Can the community see the full marketability study results?
 - What were the factors used to determine the Town of Centreville as the best location for this project?
 - Why is a 5 acre farm preferable to a community garden?
 - The developer claims to have a plan for everything but the entire plan is not shared. Can the community see the full plan?
 - What is the benefit of a CSA farm versus developing more lots?
 - Is section 8 a possible option in phase 2? What else are potential options for phase 2?
 - Who is the builder? Project developers have indicated they don’t yet know. Can the community meet with the builder and look at the site plan?
 - There are concerns about construction costs. The average cost for builder grade materials is \$170 a square foot with a structure costing approximately \$300K to build a 1600 to 1800 square-foot home. With an average mortgage rate on top of that at 7% or more, and having to subsidize a farm, a person could buy much more for the same/less. How does a Carter Farm home purchase make sense in light of these dynamics?
 - In the site plan, the architect is shown as a contractor that works as an individual out of his home. Should the developers be using more reputable/robust architects and contractors?
 - The townhouse elevation has still not been provided. Can the community see these plans?
 - There are concerns about the fourth note in the Growth Allocation ordinance document. This note states that “the [Planning] commission remains concerned about the viability of sewer capacity in the state and condition of the wastewater treatment plan itself and wants the council to make sure that they remain enough allocations to serve the full needs of the PUD.” The EDU allocation must be approved in whole, rather than by individual phase (one section at time). If all EDUs are approved (based on a May 19, 2022 project hearing document... slide #23) the town’s capacity will be at 102%! The town simply cannot approve more than 100% of its limited wastewater treatment units/resources. Can you address this?

- The house property is used as part of a defined green space footprint but then it is excluded in other documents. Can this be explained?
- There is a lot of “this is what we hope to be able to do” versus actual plans in many discussions between community members and the developer. Can you please help the community feel more confident in more solid versus hopeful planning?
- What are the specific plans for the restaurant? Noting that many restaurants fail, what is the contingency plan for that space/building if it is not viable over time?
- In one of the project documents there’s an excerpt that says there is “no limitation on commercial.” What, if any, limitations are the developers willing to concede for the commercial footprint of this project over time?
- The Carter Farm traffic study doesn’t reflect the actual traffic numbers reflected in the previous project that is detailed in the Feb 2015 approved growth allocation. Why is there a discrepancy?
- Some residents have spoken with prospectors/site reviewers from Ryan Holmes that do not believe the Carter Farm Project buyers will come. Please address concerns that residents have in light of this dynamic and assure community members that buyers will in fact come.
- Will the phase 1 residents know the farm around them will be shrinking in size over time?
- How will all of this land be tilled while the massive infrastructure will be built?
- Who is currently responsible for the old Carter farm house? It is deteriorating inside, with reports of black mold. Is somebody going to ensure upkeep and repair in the immediate future?
- Many of the project comparisons are for other states that have very different communities and geographies. Can project developers point to the one community that has an Agrihood project that is MOST like Centreville/the Eastern Shore of Maryland?
- Parcel 4 (commercial) is not addressed in the HOA, nor is parcel 3C (multi-family) Why is this? How are these parcels to be affected by the HOA?
- There is no detail provided on the proposed “clubhouse.” As it is referenced in the HOA documents/benefits, only 25 houses in parcel 1 are responsible for the clubhouse. Is this correct? The source of this is “HOA analysis; reserve replacement “costs,” 8/31/22 presentation)
- Why are the second-story units of the parcel 4/commercial structures referred to as “live – work”? What does this mean?
- Can you describe in detail, and annotate specifically on the site plans, the covered parking areas? Are these for golf carts?
- Mr. Kline stated that Ordinance 09-2022 has to be addressed within 60-days of it being tabled. He stated that the Carter Farm is included as infill in the Community Plan and a lot of hurdles are being put in the way of that happening. He asked, when the wastewater treatment plant is built, does the town still want development?
- Mr. Kline stated that if a vote was to be taken at this time, he is a no on growth allocation.
- Ms. Kaiser stated she is a no at this time on growth allocation until the Town has more clarity on funding. She feels Ordinance 09-2022 should be tabled until April.
- Ms. VanEmburch stated that she is not sure if the growth allocation has a one-year provision, but will check and let the Town Council know.
- Mr. Worth asked if the Planned Unit Development (PUD) can be extended. Ms. VanEmburch stated that she would check in to that as well.
- Mr. Beauchamp stated that the Council owes it to everyone to get the questions answered.
- Mr. Kline stated that he likes the idea of the development but is hesitant on the business portion.

b. Information Technology – Presented by Town Manager

- Mr. Koogle presented the following memo:

Staff requests the Council’s approval to purchase Software Suites for IT modernization. The Town’s current software infrastructure is dated and inefficient. This requirement has three pieces:

- **MUNI-BILLING (Utility Billing):** This is the software associated with our telemetered reading and a user-friendly customer interface. App or web based, anytime, anywhere.
- **ACCUFUND CLOUD:** Moves us away from antiquated and costly server-based technology and the requirement for cumbersome manual back-ups and updates. Payroll is moved to a digital footprint from time and attendance to employee access for pay and leave statements, W2’s and changing their tax data.

- INACOM: Provides staff with the fully enable suite of Microsoft office products. This also has set up and maintenance.

These packages remove our dependency on QAC IT and add less than half the amount of hiring our own IT person.

This position is not a budgeted position however, the current interest on our ICS accounts can be used to cover the fees, set up and software.

- Mr. Johnson made a motion to approve the IT Suite modernization in the amount of \$72,730. Mr. Worth seconded the motion, which passed unanimously.

c. Parking Meters

- Chief Hobbs reported that officers will be emptying the parking meters this evening and the following day, the Department of Public Works will begin removing the meter heads and installing 2-hour parking on all remaining meters except for the charging station parking spaces.

New Business

a. Insured Cash Sweep Usage – Discussion by Town Manager

- Mr. Koogle discussed possible scenarios for use of the interest earned from the Insured Cash Sweep (ICS) account. He stated that he will prepare a memo with additional information for the next Town Council meeting.

b. Centreville Police Department Salary Compression – Discussion by Town Manager

- Mr. Koogle stated that he will be discussing the salary compression within the Centreville Police Department at a future meeting and requested a sponsor which was offered by Mr. Johnson.

c. End of Year Decisions

- Ms. Brinkley discussed the end of year decisions which includes:
 - \$15 ACME gift card for a turkey for Thanksgiving for employees
 - Employee Christmas breakfast (Friday December 9th, Location TBD)
 - Employee Holiday Bonus - \$100
 - Cancellation of the December 15, 2022 Town Council Meeting
- Mr. Kline made a motion to approve all recommendations. Ms. Kaiser seconded the motion, which passed unanimously.
- There was discussion regarding the Annual Volunteer Appreciation Dinner. By consensus, the Town Council approved holding the Annual Volunteer Appreciation Dinner on Saturday, January 21, 2023.

Reports of Boards and Commissions

a. Maryland Municipal League

- Mr. Beauchamp had nothing to report.

b. Council of Governments

- Mr. Worth reported that the next COG meeting will be held on Wednesday, November 9th and will be hosted by Queenstown.

c. Economic Development

- Mr. Johnson reported that the Fireside Chat on economic development took place on Wednesday, September 28th, and representatives from QAC Planning & Zoning gave an update on the QAC Comprehensive Plan.

d. Park Advisory Board

- Ms. Kaiser stated that the Park Advisory Board would like to formally request the Town Council consider holding the Centreville Wharf Day each year. By consensus, the Town Council agreed to hold Centreville Wharf Day each year on the second Saturday of September.

e. Centreville Planning Commission

- Mr. Kline reported that the Planning Commission cancelled their work session and has not met since the last Town Council meeting.

Reports of Department Heads

a. Town Manager

- Mr. Koogler reported on the following:
 - Received confirmation to complete testing on two farms.
 - On November 9th, staff will be attending a water reuse program conference in Edgewater.
 - The State Delegation has visited the wastewater treatment plant.
 - Has a potential meeting with Secretary David Brinkley the following week to discuss the Town's needs.
 - Reached out to the Maryland Environmental Service (MES) to discuss trash and recycle. MES would entertain the possibility of handling the recycling for the town. The current contract with the Town's trash and recycle company is being reviewed.
 - Attended a meeting on asset management software which was very interesting and could be a benefit to the Town.

b. Chief of Police

- Chief Hobbs stated that October was a busy month for the Centreville Police Department and reported the following:
 - The officers attended Centreville Day and the Police Department had a booth. He stated this year's event was one of the largest to date.
 - Supported First Friday and the Farmers' Market.
 - Reduced K9 assignments to 1. K9 Ekk was sold however, they are not eliminating this K9 position but may revisit in the future when staffing is right.
 - Looking at putting a speed camera on Watson Road again.
 - As of January 1st, the Centreville Police Department will be very close to fully staffed. There are currently three (3) females who have been hired; two (2) certified and one (1) that will be going into the academy.
 - Mr. Kline asked when fully staffed, will that allow CPD to be at Centreville Elementary School each day for traffic. Chief Hobbs stated they should then be able to keep an officer there each day for traffic.
 - Mr. Beauchamp stated that he is happy to be a part of bringing in a new chief to the Department.

c. Finance Officer

- Ms. Russ was in attendance on behalf of Ms. Luffman and the new ICS rate went from 3.08% to 3.83%.

d. Director of Public Works

- Mr. Matthews reported the following:
 - The Symphony Village antenna will be able to go inside the flag pole.
 - The Well 5 Treatment Plan had a well pump fail. There was no loss of service however, the motor will have to be replaced.
 - The North Brook water plant is running well.
 - The north interceptor sewer break is 95% completed.
 - DPW is preparing for First Friday the following night and preparing for the Christmas season.
 - Assisted the Fire House with locating a leak.

e. Town Clerk

- Ms. Brinkley reported the following:
 - The Christmas Parade is still scheduled for Friday, December 2nd and applications continue to come in.
 - The Tree Lighting Ceremony will be held Wednesday, November 30th at 6:30 p.m.
 - The new website is progressing and still planned to go live in approximately two-weeks.
 - The Park Advisory Board is asking for volunteers to come out on Sunday, November 27th at 12:00 p.m. to help decorate for the holidays. Volunteers are asked to meet at Town Hall.

Council Roundtable

- Mr. Beauchamp had nothing to report.
- Mr. Worth stated that he spoke with Frankie Todd, Wastewater Plant Operator for Queen Anne's County who offered a tour for the Town Council and staff.
- Mr. Johnson asked everyone to make sure they vote on November 8th.
- Ms. Kaiser reported First Fridays will now be held April through October. November through March there will be no First Fridays. Ms. Kaiser stated that Dominos has a new campaign out stating that pizza boxes are recyclable. Mr. Koogler stated he asked MES about this and they are going to research and let him know.
- Mr. Kline discussed the odor from GTI. Mr. Beauchamp asked Ms. VanEmburch if what they are growing is considered more manufacturing than agriculture. Ms. VanEmburch stated that the zoning ordinance was amended when they first came before the Town to be identified as agriculture.
- Mr. Kline requested that GTI attend a Town Council meeting.

Citizen Comments

No citizens offered comments.

Motion to Adjourn

There being no further business, Mr. Johnson made a motion to adjourn the November 3, 2022 meeting. Mr. Beauchamp seconded the motion, which passed unanimously. The meeting adjourned at 8:40 p.m.

Respectfully submitted,



Carolyn M.
Brinkley Town
Clerk

Council Action Items:

1. Approved the October 20, 2022 meeting minutes, as presented.
2. Approved the IT Suite modernization in the amount of \$72,730.
3. Approved the following year end decisions: \$15 ACME gift card for a turkey for Thanksgiving for employees; Employee Christmas breakfast (Friday December 9th, Location TBD); Employee Holiday Bonus - \$100; Cancellation of the December 15, 2022 Town Council Meeting
4. By consensus, the Town Council approved holding the Annual Volunteer Appreciation Dinner on Saturday, January 21, 2023.