

**Town Council of Centreville**  
**January 16, 2020**  
**7:00 p.m.**

**MINUTES**

The January 16, 2020 Town Council meeting was called to order at 7:00 p.m. by Vice President Jeffrey C. Morgan at the Liberty Building located at 107 N. Liberty Street, 2<sup>nd</sup> floor meeting room. The following members and staff were present: Jeffrey C. Morgan, Vice President; Timothy E. McCluskey, Member; Steve Walls, Town Manager; Clifford Matthews, Director of Public Works; Karen Luffman, Finance Officer; Ashley Russ, Finance Specialist; Sharon VanEmburch, Town Attorney; and Carolyn Brinkley, Town Clerk.

Following the Pledge of Allegiance and a moment of silence, Mr. McCluskey made a motion to approve the January 2, 2020 meeting minutes, as written. Mr. Morgan seconded the motion, which passed unanimously.

Appearances

- a. Carol D’Agostino – Drink Maryland & Centreville Day
  - Ms. D’Agostino reported that she met with the Maryland Wineries Association and Grow and Fortify and reviewed the stats of the 2019 Drink Maryland event.
  - With approval from the Town Council, the date for this year is proposed for June 20, 2020 and Grow and Fortify is looking for another three-year commitment in the renewed Memorandum of Understanding (MOU).
  - Mr. McCluskey made a motion to approve a three-year commitment for the Drink Maryland event and approve June 20, 2020 as the date for this year’s event. Mr. Morgan seconded the motion, which passed unanimously.
  - Ms. D’Agostino reported that she has been working with Paige Tilghman, Economic Development Manager on the following:
    - a list of leased spaces that includes specifications available to provide the County
    - business welcome packet
    - how to add value to networking meetings
      - Minimum wage; Styrofoam
      - Collaborate with the County
    - look at ways to have regular meetings with the downtown businesses
    - wayfinding signage grant includes hiring a consultant to develop a master plan as well as, the fabrication of a few signs
    - looking at ways to support the Farmers’ Market
  - Mr. Morgan asked if the Farmers’ Market would be moved back to Liberty/Commerce Streets?
    - Ms. D’Agostino stated that it would be up to the vendors.

Citizens Comments:

Joe Brown, Concerto Avenue, provided comments.

Old Business

- a. Council of Five Advisory Committee Progress Report
  - Mr. Nick Rowdon, member of the Council of Five Advisory Committee, was present to provide a progress report on behalf of the committee.
  - Mr. Rowdon presented the following information:



**Council Of Five Advisory Committee**

Acknowledgement of Guidelines

- All meetings must conform to the Maryland Open Meetings Act and provide the opportunity for public comment
- Work with and include the town attorney in your meetings
- Take into account the cause/affect of any recommendations that would require additional charter changes and their affect on each other
- Look into other jurisdictions that have made this transition for advice

Budget Update

- A budget of \$5000 is provided for attorney time, administrative expenses, and professional services. *Nothing significant to report*

Deliverable Update

- Providing council update as directed 1/16/20
- Election of Eric Johnson Jr. as chair and Joe Saboury as vice chair
- Intend to deliver up to (5) options for the council on the findings of the committee and our recommendations for moving forward
- Some, but not all of these recommendations may include districting options



### Council Of Five Advisory Committee

#### Election Cycle and Term Considerations

##### Length of Terms:

- There is a general consensus that the three year term is adequate, however if there was a change the new terms would not exceed 4 years

##### Election Cycles:

- Evaluating options for folding in the (2) new seats
- No changes to current term for seated elected officials
- Considering a cycle that provides an off year such as a 2/3/0 scenario to relieve the burden on town staff and voters
- Considering a cycle that provides for there never to be a year where the majority of the council was up for election 2/2/1
- Recommend the continuation of the policy that if there is only one candidate registered to run for a vacant seat upon the registration deadline that no election is held for that position and the candidate is awarded the position
- Recommend that the council itself should determine the positions within the council vs. a committee recommendation

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### Council Of Five Advisory Committee

#### Districting Considerations

##### Now vs. Later

- The move to 5 council members will require amending the town charter. Now is an opportune time to consider districting as we can eliminate the need to and expense involved in change the charter a second time if districting is found to be a viable and necessary endeavor

##### Considerations

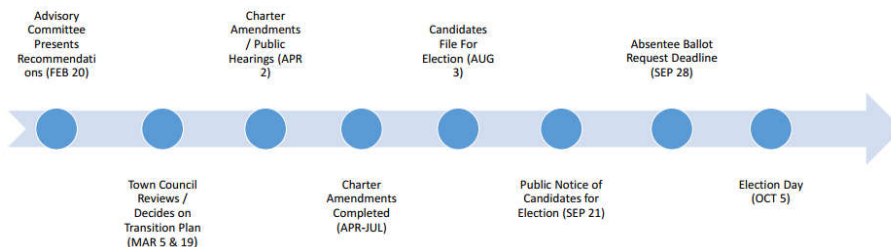
- MML and Other Data shows mixed results / reasoning
- Any recommendation would adhere to legal precedent and after consultation with the town attorney

We respectfully request direction from the town council on whether or not to continue exploring districting under the committees current direction from the council



### Council Of Five Advisory Committee

In any scenario it is the recommendation of this committee that a great deal of effort is spent on communications and marketing to keep the citizens informed



Approx. 8 Months From Council Decision On Recommendation to Election

We strongly encourage citizen participation in this effort and invite all to participate in our committee meetings as scheduled and posted on the town website.

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- Mr. McCluskey stated that the committee should take advantage of the budget allowed for this process and send letters to citizens, hold a public hearing, etc. to get the word out about this process and the addition of two more council members.
- Mr. McCluskey requested the August 3<sup>rd</sup> date in the timeline be changed from “Candidates File for Election” to “Deadline for Candidates to File for Election”.
- Mr. McCluskey and Mr. Morgan both were not in favor of the committee spending time deciding on districting since the window of time available before the October election was too small to allow enough time to implement.

- Mr. McCluskey stated that he has not seen the “why’s” behind their recommendations and would like to see the pros and cons. He also stated that he is in favor of holding an election each year.
  - Mr. McCluskey also indicated that he was in favor of a three-year term and felt four-year terms were too long and leaves the risk of resigning half way through a term.
  - Mr. Morgan thanked Mr. Rowdon and the rest of the committee for all of their work.
- b. Ordinance 15-2019 – Subdivision Regulations – Second Reading
- Mr. McCluskey read Ordinance 15-2019 for the purpose of amending Section 138-64 of the Town Code, which creates and sets forth the information that shall appear on the record plat.
  - Mr. McCluskey stated that the Centreville Planning Commission met and reviewed the proposed ordinance and sent a favorable recommendation to the Town Council and will be sending a letter.
  - A public hearing is scheduled for February 20, 2020.
- c. Ordinance 01-2020 – Tax Set-Off – Second Reading
- Mr. Morgan requested Ordinance 01-2020 be tabled and placed on February 20, 2020 meeting agenda.

## New Business

• Mid-Year 2020 Budget Update

- Ms. Luffman presented the following memo:

**General Fund Revenues** – We are at 58% received 5 months into FY20. Some things that can affect this number are distributions of Property Tax (biggest payment comes October each year) and Local Income tax (bigger payments come in 2<sup>nd</sup> half of year).

**A81** – This account is for 105N Liberty and is at 56% spent because property tax valuation increased but not recognized until after budget work sessions, and repairs and maintenance on building were higher than anticipated with having to replace an HVAC unit.

**D10** - This account is right on track with where it should be but the grant expenses here (Waterway Improvement Fund and Chesapeake Bay Trust) have it looking like it is over budget when it is actually only at 50% spent.

**Notes**

- Allocation entries have been put in for first 2 quarters @ 25%.
- Pension Expense for the entire year was paid in December, no more payments coming out this FY.
- Debt payments in Enterprise fund show no payments as the principal payments aren’t made on debt until April-May. Interest payments are paid out of regular expense accounts.
- FY17-FY20 budgeted for sidewalk revolving is \$200,000, spent to date \$140,260 which leaves \$59,740 in budget for expenses.
- B10 Overtime remaining is \$81,256 with FY19 encumbrance.
- C11 Overtime remaining is \$20,202 with FY19 encumbrance.

b. Engineering RFP Results – Water Treatment Plan – North Brook

- Mr. Matthews presented the following memo:

A “Request for Statement of Qualifications” from engineering firms interested in investigating the operation and performance of our Water Treatment Plants was advertised. Seven firms responded with packages. Please see the attached bidders list. Of the seven firms only the following three submitted all the requested material: Rauch, Inc. Easton MD; Whitman Requardt & Associates Baltimore MD; and McCrone Annapolis MD.

My review is as follows:

Rauch, Inc.

This firm only listed one WTP design, but work with other WTPs and related projects as inspector/project managers.

Whitman Requardt & Associates

This is a large firm with many large WTP projects listed, one of them being an Arsenic Removal WTP.

McCrone

Their selected staff for this project have wealth of experience list in WTP design. Three of these designs are Arsenic Removal WTPs.

After my review, I recommend McCrone based on their experience with Arsenic Removal Systems and the staff they have selected for this project.

- Mr. Matthews stated that this is being completed at the direction of the Maryland Department of the Environment (MDE) and the cost for this project is out of the Town’s control.
- Mr. Morgan asked if Mr. Matthews saw the email that was submitted by Mr. Beauchamp in which Mr. Matthews replied yes and that he still stands behind what he recommended to begin with.

- Mr. McCluskey made a motion to approve McCrone as recommended by staff for the investigation of the operation and performance of the Town’s Water Treatment Plant located at North Brook, as required by MDE.
- Mr. Morgan stated he had concerns with McCrone because they worked with this system and are familiar with it. He referenced Mr. Beauchamp’s concern of needing an outsider’s viewpoint.
- Mr. Matthews stated his recommendation is based on McCrone’s experience with arsenic removal systems and systems that are similar to the Town’s plant.
- After further discussion, Mr. Morgan seconded the motion, which passed unanimously.
- Mr. Morgan asked Mr. Matthews if it was time to change the reed beds? Mr. Matthews stated that he is already working on the pricing for this.

c. Purchase Request – F250 4x4 Truck with Snow Plow – Department of Public Works

- Mr. Matthews presented the following memo:

In the approved FY20 Capital Budget request was for an F450 small 6-wheel dump truck with snow plow for \$48,000 and was budgeted using the Maryland Statewide Contract (dated 2017) current at the time of the FY20 budget work sessions. Since that time the current State contract for that truck has increased to \$65,000.

As a result of the price increase DPW staff has looked into other options and still needs to replace the 2008 F350 two door cab, small dump truck in the DPW fleet. As you will see on the attached quote sheet under the current State contract, we have chosen a smaller 4-wheel drive, 4 door cab pick-ups with snow plow. Our intention would be to purchase an aftermarket slide in dump body for approximately \$8,000 to install on the this F250. This 4-door truck would be used for lighter tasks, same as the current F350 such as mowing and ground maintenance but can carry the 4-person crew without the need to use a second truck.

Maryland Statewide Contract BPO#001B9400177	\$38,652
Slide in dump body (approximately)	<u>\$8,000</u>
Total investment	\$46,625
Approved Capital Purchase	<u>\$48,000</u>
Savings	\$1,375

Staff recommends the purchase as described above.

- Mr. Matthews stated that \$48,000 was approved in the capital budget for this purchase.
- Mr. McCluskey made a motion to approve the purchase of an F250 4x4 truck from the Maryland State Contract and a slide in dump body for a total of \$46,625. Mr. Morgan seconded the motion, which passed unanimously.

d. Queen Anne’s County Alcoholic Beverages Article – Discussion

- Mr. Morgan asked for this topic to be added to the agenda as it was brought up during the Queen Anne’s County Council of Governments meeting. He stated there are provisions being proposed to be removed that would allow chain restaurants to locate to Queen Anne’s County and municipalities.
- Mr. McCluskey made a motion that a letter be written to the Maryland State Legislature, District 36, requesting they remove the 15% rule and the two-year residency requirement. Mr. Morgan seconded the motion, which passed unanimously.
- Mr. McCluskey stated that he would read the letter at the January 28, 2020 QAC Commissioners Meeting.

e. Independence Day Fireworks / Family Fun Day

- Mr. McCluskey made a motion to hold the Independence Day fireworks and family fun day on Sunday, June 28, 2020 with the same budget. Mr. Morgan seconded the motion, which passed unanimously.

d. Outdoor Movie / Fishing Derby

- Mr. McCluskey made a motion to hold the outdoor movie night and fishing derby on Saturday, August 29, 2020. Mr. Morgan seconded the motion, which passed unanimously.

Reports of Department Heads

a. Town Manager

- Mr. Walls reported the following:
  - the contractor is continuing to work on the sidewalks on Church Lane;

- 12" water main from Little Hut Drive to Heritage Way was connected. The contractor is filling the line and completing the Bac-T sample before it is put into service;
  - working with department heads on budget.
- b. Town Attorney
- Ms. VanEmburch stated that the Council of Five Advisory Committee has been working hard and have had engaging communication.

#### Citizens Forum

Nick Rowdon, Kidwell Avenue, provided comments.

#### Council Roundtable

- Mr. McCluskey reported on the following:
  - Planning Commission is close to finalizing the street tree ordinance;
  - will begin working on the Comprehensive Plan which will impact the budget;
  - delivered Gunston's first place Christmas parade trophy;
  - attended the Old Courthouse Distillery ribbon cutting ceremony.
- Mr. Morgan read the upcoming events and meetings.

#### Motion to Adjourn

There being no further business, Mr. McCluskey made a motion to adjourn the January 16, 2020 Town Council meeting. Mr. Morgan seconded the motion, which passed unanimously. The meeting adjourned at 8:09 p.m.

Respectfully submitted,



Carolyn M. Brinkley  
Town Clerk

#### Council Action Items:

1. Approved January 2, 2020 meeting minutes, as written.
2. Approved a three-year commitment for the Drink Maryland event and approved June 20, 2020 as the date for this year's event.
3. Approved McCrone as recommended by staff for the investigation of the operation and performance of the Town's Water Treatment Plant located at North Brook, as required by MDE.
4. Approved the purchase of an F250 4x4 truck from the Maryland State Contract and a slide in dump body for a total of \$46,625.
5. Approved a letter to be written to the Maryland State Legislature, District 36, requesting they remove the 15% rule and the two-year residency requirement.
6. Approved holding the Independence Day fireworks and family fun day on Sunday, June 28, 2020 with the same budget.
7. Approved holding the outdoor movie night and fishing derby on Saturday, August 29, 2020.