

Town Council of Centreville
October 1, 2020
7:00 p.m.

MINUTES

The October 1, 2020 Town Council meeting was called to order at 7:00 p.m. by President Jeffrey C. Morgan at the Liberty Building located at 107 N. Liberty Street, 2nd floor meeting room. The following members and staff were present: Jeffrey C. Morgan, President; Timothy E. McCluskey, Vice President; Steve Walls, Town Manager; Chief Joe Saboury, Centreville Police Department; Karen Luffman, Finance Officer; Paige Tilghman, Economic Development Manager; Carol D’Agostino, Main Street Manager; and Carolyn Brinkley, Town Clerk.

- Following the Pledge of Allegiance and a moment of silence, Mr. McCluskey made a motion to approve the September 17, 2020 minutes, as presented. Mr. Morgan seconded the motion, which passed unanimously.

Closed Session

(i) The Town Council met in closed session on Thursday, September 17, 2020 at 7:35 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) Two 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 personnel matter with the Chief of Police.

Actions: No action was taken.

The following members and staff were present: Jeffrey C. Morgan, President; Timothy E. McCluskey, Vice President; Steve Walls, Town Manager; and Joe Saboury, Chief of Police.

The meeting adjourned 8:22 p.m.

(i) The Town Council met in closed session on Thursday, October 1, 2020 at 6:34 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) Two 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 an employment agreement

Actions: On a motion by Mr. McCluskey and seconded by Mr. Morgan, the amended employee agreement for the Town Manager was approved as presented.

The following members and staff were present: Jeffrey C. Morgan, President; Timothy E. McCluskey, Vice President; and Steve Walls, Town Manager.

The meeting adjourned 6:35 p.m.

Citizens Comments

- No citizens comments were received.

Public Hearing: Ordinance 10-2020 – FY2020 Budget Amendment

- The public hearing began at 7:05 p.m. for Ordinance 10-2020 for the purpose of amending the Town of Centreville Fiscal Year 2020 Budget and all things related generally thereto.
- Ms. Luffman provided background on Ordinance 10-2020 stating, as noted in the FY2020 end of year update, there are three departments: A10-Legislative (\$5,555), A81-Buildings (\$6,408), and H60-Cemetery (6,398) that will need budget amendments. She stated that this is needed to balance the budget versus actual for end of the fiscal year.
- Ms. Brinkley verified that the notice of hearing was publicized in a newspaper circulated in Queen Anne’s County.
- Mr. Morgan asked for comments from anyone in favor of Ordinance 10-2020. There were no participants in attendance and no comments were received prior to the meeting.

- Mr. Morgan asked for comments from anyone opposed to Ordinance 10-2020. There were no participants in attendance and no comments were received prior to the meeting.
- Mr. McCluskey made a motion to adjourn the public hearing at 7:08 p.m.

Old Business

- a. Ordinance 10-2020 – FY2020 Budget Amendment – Second Reading
 - Mr. McCluskey read Ordinance 10-2020 for the purpose of amending the Town of Centreville Fiscal Year 2020 Budget and all things related generally thereto.
 - Mr. McCluskey stated that a public hearing was just held and no citizen comments were received.
 - Mr. McCluskey made a motion to approve Ordinance 10-2020 for the purpose of amending the Town of Centreville Fiscal Year 2020 Budget. Mr. Morgan seconded the motion, which passed unanimously.
- b. Centreville Day
 - Ms. D’Agostino reported that after discussing the layout of Centreville Day with the Queen Anne’s County Health Officer, Dr. Ciotola, the Centreville Day Committee decided to cancel the live event.
 - She stated that the Committee is working on a Family Fun Pack that will be available for curbside pick-up and will include a pumpkin, paints, paint brush, and a book. She indicated there would be 100 bags available.
 - Ms. D’Agostino reported that the Live Farmers’ Market and Sunday Brunch went well and was a very manageable sized event. She stated that two sponsorships were received from Shore United Bank and Queenstown Bank.
- c. Christmas Parade
 - Ms. Brinkley reported that typically, planning for the Christmas Parade begins in August and due to the size of the event, she is recommending cancelling this year’s Christmas Parade.
 - After some discussion, Mr. McCluskey made a motion to cancel the December 2020 Centreville Christmas Parade due to COVID-19. Mr. Morgan seconded the motion, which passed unanimously.

Reports of Department Heads

- a. Town Manager
 - Mr. Walls reported the following:
 - Working on developer agreements and asked for the Council’s consideration of the 3rd amendment to the Public Works Agreement for the Centreville Business Park. Mr. McCluskey made a motion to approve the 3rd amendment to the Public Works Agreement for the Centreville Business Park. Mr. Morgan seconded motion, which passed unanimously.
 - Working on details of the upcoming election
 - The electric was hooked up for the emergency generator at the Centreville Police Department. The manufacturer will be in the following week for training.
 - Received notification that a contractor will be working on the roof of the District courthouse this coming Saturday and will be bringing a crane.
- b. Chief of Police Report
 - Chief Saboury reported the following:
 - Working on enhanced community policing
 - Completing a comprehensive review of policies and procedures
 - Completed and submitted a FY2021 Grant for State Aid for Police Protection
 - September’s statistics will be presented at the following meeting
- c. Town Clerk
 - Ms. Brinkley reported the following:
 - Working on the upcoming election on October 5th
 - Have received applications and mailed out 196 absentee ballots
 - Received 24 absentee ballots on Saturday, September 19th and 54 absentee ballots on Sunday, September 27th dates that the Election Board was available outside Town Hall.
 - The October 5th Election will take place at the County Office Building, 110 Vincit Drive, from 7:00 a.m. to 7:00 p.m.

d. Economic Development Manager

- Ms. Tilghman reported the following:
 - CEDA met Tuesday and are working on the strategic plan
 - A work session will be held on October 20th
 - Attended a MEDA meeting on Zoom

Citizens Forum

- No citizens comments were received.

Council Roundtable

- Mr. McCluskey stated that the election is on Monday and hopes everyone gets out and votes. He is looking forward to working with the newly elected members.
- Mr. McCluskey reported that this will be Mr. Morgan's last full meeting and wanted to acknowledge him and thank him for his time and integrity throughout his term on the Council.

Motion to Adjourn

There being no further business, Mr. McCluskey made a motion to adjourn the October 1, 2020 Town Council meeting. Mr. Morgan seconded the motion, which passed unanimously. The meeting adjourned at 7:29 p.m.

Respectfully submitted,



Carolyn M. Brinkley
Town Clerk

Council Action Items:

1. Approved the September 17, 2020 minutes, as presented.
2. Approved Ordinance 10-2020 for the purpose of amending the Town of Centreville Fiscal Year 2020 Budget.
3. Cancelled the December 2020 Centreville Christmas Parade due to COVID-19.
4. Approved the 3rd amendment to the Public Works Agreement for the Centreville Business Park.