

## Town Council of Centreville

January 20, 2022

7:00 p.m.

### MINUTES

The January 20, 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, 2<sup>nd</sup> floor meeting room. The following members and staff were present: Steven K. Kline, President; Jeffrey D. Kiel, Vice President; Shelby C. Anania, Eric B. Johnson, Jr. and Ashley H. Kaiser, Members; Charles (Chip) Koogle, Town Manager; Sharon VanEmburch, Town Attorney; Clifford (Kip) Matthews, Director of Public Works; Karen Luffman, Finance Officer; Krystal Ebaugh, Human Resources Manager; and Carolyn Brinkley, Town Clerk.

- Following the Pledge of Allegiance and a moment of silence, Mr. Kiel made a motion to approve the January 6, 2022 meeting minutes, as presented. Ms. Kaiser seconded the motion, which passed unanimously.

#### Closed Session Statement

(i) The Town Council met in closed session on Thursday, January 20, 2022 at 6:00 p.m. at the Liberty Building, 107 N. Liberty Street, 2<sup>nd</sup> floor meeting room to discuss land acquisition and consult with counsel 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 – interviewed candidate for a board/commission position; discussed a matter relating to an employee
- Consult with counsel – discussed potential legal matters

Actions: No action taken.

The following members and staff were present: Steven K. Kline, President; Jeffrey D. Kiel, Vice President; Shelby C. Anania, Eric B. Johnson, Jr. and Ashley H. Kaiser, Members; Charles (Chip) Koogle, Town Manager; Sharon VanEmburch, Town Attorney; Carolyn Brinkley, Town Clerk; Clifford (Kip) Matthews, Director of Public Works; and a candidate for a board/commission.

The meeting adjourned at 6:35 p.m.

#### Citizens Comments

No citizens offered comments.

#### Appearances

- a. Swearing In of Town Manager – Charles “Chip” Koogle
  - Mr. Kline swore in Charles “Chip” Koogle as Town Manager for the Town of Centreville.

#### Old Business

- a. Wastewater Treatment Plant Expansion - Discussion
  - Mr. Koogle reported that staff met with the Maryland Department of the Environment (MDE) to discuss available funding for the upgrade to the Town’s wastewater treatment plant (WWTP). He explained that MDE is requiring an analysis of alternatives be completed in the Preliminary Engineering Report (PER). The State has requested the contract be amended with the current engineering firm (Whitman Requardt and Associates (WRA) to complete the alternatives analysis which would be covered under funding from the State.
  - Mr. Koogle stated there are two applications for funding with the State: planning and design or planning, design, and construction. The planning and design to convert the WWTP from a Biological Nutrient Removal Program (BNR) to an Enhanced Nutrient Removal Program (ENR) would be covered 100% by MDE and the percentage of funding for the construction portion would be dependent on the equipment being replaced as it relates to the ENR conversion.
  - The application for funding is due January 31<sup>st</sup> and staff is beginning to work on this along with the assistance of WRA.
  - After additional discussion, and by consensus, the Council agreed that the upgrade to the WWTP should be at 1 MGD (million gallons per day).

- The Council discussed ensuring information is disseminated to the public to make them aware that upgrading the WWTP is not an option and must be completed as the equipment is at end of life, with some equipment not available for replacement due to age.
- Mr. Koogle discussed meeting with the North Brook and Symphony Village HOA's and Mr. Johnson discussed breaking the town into four (4) sectors and Council Members attending these sessions to discuss the upgrade to the citizens.
- Mr. Kline stated that Ms. Kaiser drafted a letter to be sent to the State legislature requesting full funding of this project.

## New Business

### a. FY2022 Mid-Year Update

- Ms. Luffman presented the following memo:

For this update, departments should be at or around 50% or less of their budget spent for FY22.

**General Fund Revenues** – At 64% received 6 months into FY22. 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). 50% of PUT transfer to Permanent Fund has not been made since we are waiting for Verizon's payment. The verification of valuation from the state just came in for them in January.

**H60 (Cemetery)** – This account is at 73% spent. This is a hard accounting line item to budget for because we cannot anticipate from year to year.

**Enterprise Fund Revenues** – At 48% received 6 months into FY22. Some things that can affect this revenue is when payments for utility billings are made by residents, water/sewer allocations, and interest rates.

All other accounts within the General Fund/Enterprise Fund are at or below 50%.

#### 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 are not made on debt until April-May. Interest payments are paid out of regular expense accounts.
  - FY17-FY22 budgeted for sidewalk revolving is \$230,000, spent to date \$140,598 which leaves \$89,402 in the budget for expenses.
  - B10 Overtime remaining is \$80,991 with encumbrance.
  - C11 Overtime remaining is \$45,045 with encumbrance.
- Ms. Kaiser stated that the Town should not be in the cemetery business. There was discussion among the Council and staff regarding the cemetery. Ms. Kaiser stated she would contact the State agency that oversees cemeteries to discuss different business models of cemeteries.
  - Parking meters were discussed and Mr. Kline requested this topic be discussed at the February 17<sup>th</sup> Town Council meeting. The Council requested options to implement parking such as, kiosks, Park Mobile, etc.
  - Mr. Johnson requested Ms. Luffman prepare a list of grants the Town has received over the past five (5) years. He stated that he is thrilled so far with the work of Mr. Koogle and thanked Ms. Luffman for her work on the budget.

### b. Allocation Discussion

- Mr. Koogle stated that the last report sent to the State indicated the Town's capacity was at 83%. Due to this percentage, the Town is required to report the capacity to the State each year, with the next report due at the end of January.
- The Town currently has a contract to complete an Inflow and Infiltration (I&I) study for the South Interceptor located at the South Pumping Station and running west to the existing Front Street Pumping Station. This contract will be amended to include a study from 4-H Park Road to the North Interceptor.
- Mr. Kline stated to the public that the Town Council does not have the choice at this point to do nothing with the upgrade to the Town's WWTP as the current plant is at end of life. He stated the Town Council and staff are working on ways to pay for this in hopes it will not fall back on the citizens.

### c. Resolution 01-2022 – Charter Amendment – Repeal Section 523 – First Reading

- Mr. Kline read Resolution 01-2022 for the purpose of amending the Town Charter to repeal and replace Section 523 of the Town Charter.
- Mr. Kline stated that even though this is being replaced he wants to make sure staff are still reporting purchases to the Town Council.

- Mr. Johnson stated that this allows staff to do what the Council has asked and permitted them to do through the budget process.

#### Reports of Boards and Commissions

- a. Maryland Municipal League
  - Ms. Kaiser stated she had no report at this time.
- b. Economic Development
  - Mr. Johnson stated he had nothing to report at this time.
- c. Park Advisory Board
  - Ms. Anania reported that the Park Advisory Board Annual Report has been included in the Council's packets for their information. She highlighted a few important items in the report.
  - Mr. Kline requested Mr. Whitehill attend a Town Council meeting to discuss the trails by Symphony Village and possible funding in the budget.
  - Ms. Anania reported that the Park Advisory Board also included a letter requesting the Town Council consider working with Queen Anne's County to develop an off-leash dog park at White Marsh Park.
  - Ms. Anania stated that an updated tree growth map was received from the GIS Department at Washington College and has been included in the Council's packet for review.
- d. Council of Governments
  - Mr. Kiel reported the January meeting has been cancelled and the next one is planned for February 9<sup>th</sup> which the Town of Centreville will be hosting.
- e. Centreville Planning Commission
  - Mr. Kline reported that the Planning Commission met after the last Town Council meeting. The Carter Farm development is moving forward and site plans will be presented soon for review. He stated the Town Council will need to decide on sewer allocations for this project.
  - Mr. Johnson made a motion to appoint Wendy Taylor Emerson as an alternate member of the Centreville Planning Commission. Mr. Kiel seconded the motion, which passed unanimously.

#### Reports of Department Heads

- a. Town Manager:
  - Mr. Koogle reported the following:
    - Bob Davis, Code Enforcement Officer has been talking with businesses to discuss potential code violations
    - Working on issues with residents regarding bulk trash and trash cans left out after pick-up/piling trash at the curb days prior to pick-up
    - Letter was sent to residents on Green Street extended regarding camper parking and the Town's future ownership of this street
    - Working on removing the truck parked on Little Hut Drive
    - Held initial meetings with Murphy and Dittenhafer regarding the space assessment for staff needs
    - Working on a digital interface for employees – all employees will receive an email address and access to computers
    - Recommended increasing boat slip annual lease to \$1250. Council asked staff to look in to pricing of similar slips in the area
    - Council requested the review of the Town Code related to piling trash on porches or side of the house
- b. Finance Officer:
  - Ms. Luffman reported that she has been working on the FY2023 budget with Department Heads.
- c. Director of Public Works:
  - Mr. Matthews reported the following:
    - Contractor is working on the storm drains on Little Hut Drive
    - The siding was delivered for the Centreville Wharf Building and the contractor began replacing the rotting wood behind the siding and the siding
    - Contractor waiting on better weather to add two more course of blocks to the small shed at the Spray field before the new roof will be installed

- There was discussion regarding trash pick-up in town. Mr. Matthews stated that he was in contact with the trash company and they have had staffing issues this past week which increased the more than normal complaints.
    - It was recommended to add “Aware of Trash Issues” to the Town website for residents to look for issues that may have arisen with the trash company
    - Council discussed the issue of trash and recycling being dumped in the same truck
    - Council requested an email blast be sent about trash issues and who needs to be contacted
- d. Human Resources Manager
- Ms. Ebaugh reported the following:
    - Working on year end reports
    - Working on filling open positions
    - Budget
    - Insurance plan reviews
    - Working on the digital interface for staff
    - Mr. Johnson asked how the career ladder implementation is going? Ms. Ebaugh stated it is moving in a more positive direction and she and the Department Heads are working together.
- e. Town Clerk
- Ms. Brinkley reported the following:
    - The Town received notice that of award of \$55,000 for another round of funding for the Façade Improvement Program
    - Working on the budget
    - A successful Cleaning Day was held on Tuesday, January 18<sup>th</sup> and a lot of work was done by all staff and it was a very productive day.

Citizens Forum

No citizens offered comments.

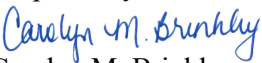
Council Roundtable

- Ms. Kaiser had nothing additional to report.
- Mr. Johnson stated it would be good that have a code enforcement fact sheet that can be handed out to citizens and business owners. He requested again for Council to consider “sponsoring” a department by one or two members. He stated he will be presenting a Liberty/Commerce Street roads assessment and will be sponsoring a proposal to the Town Council for a Town Hall facelift.
- Ms. Anania had nothing additional to report.
- Mr. Kiel discussed fiber optics through downtown and the inspection of poles. He also discussed the lack of boat parking at the Centreville Wharf and requested the two additional lots the Town owns across the street be opened up for boat trailer parking.

Motion to Adjourn

There being no further business, Mr. Kline made a motion to go into closed session for the purpose of discussing personnel. Mr. Kiel seconded the motion, which passed unanimously. The meeting went into closed session at 9:13 p.m.

Respectfully submitted,

  
 Carolyn M. Brinkley  
 Town Clerk

Council Action Items:

1. Approved the January 6, 2022 meeting minutes, as presented.
2. By consensus, the Council agreed that the upgrade to the WWTP should be at 1 MGD (million gallons per day).
3. Appointed Wendy Taylor Emerson as an alternate member of the Centreville Planning Commission.