

Town Council of Centreville

August 17, 2023

7:00 p.m.

MINUTES

The August 17, 2023 Town Council meeting was called to order at 7:00 p.m. by Vice President Ashley H. Kaiser at the Liberty Building located at 107 N. Liberty Street, 2nd floor meeting room. The following members and staff were present: Ashley H. Kaiser, Vice President; Eric B. Johnson, Jr., Daniel B. Worth; and Jim A. Beauchamp, Members; Charles (Chip) Koogler, Town Manager; Jackie Payne, Administrative Assistant, Public Works; Chief Robert Hobbs, Centreville Police Department; William Chapman, Acting Town Attorney; Karen Luffman, Finance Officer; Krystal Ebaugh, Human Resources Manager; Carol D'Agostino, Main Street Manager; and Carolyn Brinkley, Town Clerk.

- Following the Pledge of Allegiance, Mr. Worth made a motion to approve the July 20, 2023, meeting minutes, as presented. Mr. Johnson seconded the motion, which passed unanimously.

Citizens Forum

No citizens provided comments.

Appearances

a. Carol D'Agostino, Main Street Manager – Main Street Report

- Ms. D'Agostino gave an update on the 2023 Drink Maryland event that took place on June 17, 2023.
 - 696 tasting passes were sold
 - 37 artisans, food vendors, and corporate sponsor tables attended
 - 17 alcohol vendors attended
 - \$5,850 was raised which was a new high for the event
 - 5 new volunteers were recruited
- Ms. D'Agostino reported that several parts of the Operating Assistance Grant that Maryland Main Street imparts, are under way. She stated this is a lump sum grant which still does require the application and reporting process.
 - This grant is geared towards providing direct and indirect support to Centreville's businesses.
 - A professional photographer has been hired to provide professional photos to the Town's restaurants.
 - Streetscapes are also being photographed, as well as the Wharf, to get some Town-branded photos to add to the website and other projects.
 - A content writer was secured through this grant that will help with the writing press releases.
 - The content writer is also working on a promotional campaign for Small Business Saturday. This information will then roll over for the holiday giving campaign.
 - A social media contractor was hired and will help us with a consistent campaign on our e-gift card program.
- Centreville Day is coming up on October 28th and sponsorships and vendor applications are already coming in to participate.
- The Fall edition of the Centreville Circular is in production and will be released on September 13th.
- Ms. D'Agostino has been working with David Wheelan of the Centreville Spy, to become a sponsor of the Centreville Spy.
 - In return for being a sponsor, the Centreville businesses would receive a deeply discounted rate for advertising.
 - Articles will be submitted to the Centreville Spy as well as press releases.
 - A sponsorship of about \$4,200 is being considered, of which \$1200 is the start-up fee, which would not continue in the following years. This sponsorship will be paid for through the grant.

Public Hearing: Ordinance 03-2023 – Penalty Reference Corrections

- Ms. Kaiser called the hearing to order for Ordinance 03-2023 for the purpose of amending the Code of the Town of Centreville to update the penalty sections throughout the Code at 7:10 p.m.
- Ms. Kaiser gave background on Ordinance 03-2023 stating that this ordinance updates the penalty reference sections throughout the Code and, along with Resolution 08-2023, provides a more regulated fine structure for possible Code infractions.
- Ms. Brinkley verified the notice of hearing was publicized in a newspaper circulated in Queen Anne's County.
- There being no legal matters relating to the jurisdiction of the Town Council of Centreville nor any

objections regarding the Notice of Public Hearing, Ms. Kaiser asked for comments from anyone in favor of Ordinance 03-2023.

- No one spoke in favor.
- Ms. Kaiser asked for comments from anyone opposed to Ordinance 03-2023.
- Mr. Worth made a motion to adjourn the public hearing. Mr. Johnson seconded the motion, which passed unanimously. The public hearing for Ordinance 03-2023 adjourned at 7:12 p.m.

Public Hearing: Ordinance 04-2023 – Electronic Signs

- Ms. Kaiser called the hearing to order for Ordinance 04-2023 for the purpose of amending the Town of Centreville Zoning Ordinance, which is Chapter 170 of the Code of the Town of Centreville, to allow electronic message centers as a permitted use for Governmental and Institutional uses in specified non-residential zones and subject to additional standards for such signs at 7:12 p.m.
- Mr. Johnson provided background on Ordinance 04-2023 stating that the Town Council is all in agreement that they did not want to see a “Times Square-type” Centreville. He reported that the Town Council did receive a favorable recommendation from the Centreville Planning Commission for Ordinance 04-2023.
- Mr. Johnson read from Ordinance 04-2023, reporting that Electronic Messaging Centers (EMCs) would be permitted in non-residentially zoned areas outside of the Centreville Business District where the same or more intense zoning exists across the street subject to compliance with the additional standards contained herein. He gave an example of such a location, if this Ordinance were to be passed, would be the American Legion.
- Ms. Brinkley verified the notice of hearing was publicized in a newspaper circulated in Queen Anne’s County.
- There being no legal matters relating to the jurisdiction of the Town Council of Centreville nor any objections regarding the Notice of Public Hearing, Ms. Kaiser asked for comments from anyone in favor of Ordinance 04-2023.
- No one spoke in favor.
- Ms. Kaiser asked for comments from anyone opposed to Ordinance 02-2023.
- Ms. Kaiser stated that one written comment was submitted to the Town Council.
- Mr. Johnson made a motion to adjourn the public hearing. Mr. Beauchamp seconded the motion, which passed unanimously. The public hearing for Ordinance 04-2023 adjourned at 7:14 p.m.

Appearances, cont’d

- b. David Wheelan – Centreville Spy
 - Mr. Wheelan made the following presentation:



Spy Newspapers History



- In March 2009, the Chestertown Spy was launched and named after its first newspaper which started in 1793.
- April 2011 -The Talbot Spy
- April 2021 - The Cambridge Spy
- July 2023 - The Centreville Spy

Mission Focus

- **Public Affairs:**
Nonpartisan, education-based coverage of local government, health education, conservation, and safe vetted venue for community opinion and debate
- **Mid-ShoreArts:**
Visual arts, creative writing, film, design and architecture
- **Regional Culture:**
Local history, recreation, food, garden, social institutions, spirituality



Spy Newspapers Management

Dave Wheelan
Founder, Publisher and Executive Director

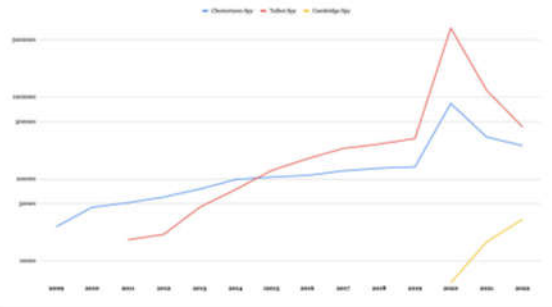
Mid-Shore Community Foundation

MSCF is the fiscal agent and project oversight manager of the Spy Newspapers Program Fund. The Spy's mission delivery and financial management are reviewed quarterly by Foundation staff.



Spy Readership 2009-2022

Chestertown Spy, Talbot Spy and Cambridge Spy
Unique Visitors per year



Why Centreville Now?

- Timing
- Technology
- History
- Local news coverage concerns
- Affection



"Centreville is a bowery village, unpretentious, wholly American in character, and therefore near and dear to its sons and daughters. The population is slowly shrinking, mechanical industry has not touched it. It has changed little since, say, 1875.

When the world is too much with us, such a village takes a strong grip on the affections. It is the sort of place where boys and girls sing in the choir and Pa practices on the flute after supper."

Hulbert Footner
"Rivers of the Eastern Shore" 1948

- c. Jennifer Moore – Centreville Farmers' Market
- Ms. Moore made the following presentation:

Centreville Farmers Market

Sunday 9-1pm
Lawyers Row, Centreville, Maryland
May 7th – November 12th

2023 Market Updates

- **Events**
 - Family Day – Last Sunday
 - Cruise In – Second Sunday
 - Community Activities
 - Musicians
- **Community Support**
 - Harry Kaiser, Market Survey Sponsor
 - Market Volunteers, Signage, Back Office & Events
- Full Time, Every Sunday
- Part Time, Select Schedule 1/2 Season
- Drop Ins

- Ms. Moore reported the following:
 - The Farmers’ Market will run through November 12th with an additional market to coincide with Heck with the Malls.
 - The Market started out with an average of 8-14 vendors. A family day was started on the last Sunday of each month which has led to a lot of drop-in vendors to sign up and participate on those Sunday’s. They are now averaging 15-18 vendors every Sunday now at the Market.
 - The first Family Day, held in July, almost tripled the number of people who attended the Farmers’ Market. Children attend to get their face painted and they have added some nuances to make it more enjoyable for the children when they attend.
 - They are looking at additional activities to add to Family Day, in addition to face painters, possibly speak with Central Gaming to have a game day.
 - Having a different type of event each Sunday to draw different demographics to the market is a goal to help keep the vendors happy and coming back.
 - Currently average 130-140 shoppers. The vendors complete a form each week with the number of people they served and the amount of money they made. Ms. Moore stated this information helps when applying for grants. She stated on Family Day, the average sales are about \$3,500.
 - This season they started a new outline with how vendors attend the market: full time, every Sunday; part-time, select schedule ½ season; or drop ins.
 - The events that are helping to drive people to the market are:
 - Live music
 - A survey that allows the market to gather more information to help the vendors; once the survey is complete it is put in a jar then pulled later to win a \$25 Centreville gift card
 - Christmas in July
 - Events they are working to start at the market are:
 - Working with car clubs to start a Cruise In
 - Trunk or Treat and combine this with the Cruise In
 - Game Day
 - Hosting the Choptank Legacy Project that specializes in the arts for children
 - Pets in Park
 - Church Hill Theater in the Fall – bringing the Green Room Gang for a show
 - Have been working with the Health Department to bring WIC and SNAP benefits to the market and hopeful it will be ready for next season
 - Continue to look for volunteers to help at the market.
 - There are four (4) junior entrepreneurs that have a business at the market this year.

Old Business

- a. Ordinance 03-2023 – Penalty Reference Correction – Consideration – Sponsored by Vice President Kaiser
- Ordinance 03-2023 for the purpose of amending the Code of the Town of Centreville to update the penalty sections throughout the Code.
 - Ms. Kaiser stated that the Council did receive a favorable recommendation from the Planning Commission for Ordinance 03-2023.
 - Mr. Chapman found a correction on page 2 to include the word “infraction”.
 - Mr. Beauchamp made a motion to approve Ordinance 03-2023, as amended. Mr. Johnson seconded the motion, which passed unanimously.

Council Member	Yes	No	Abstain	Absent
Council Member Beauchamp	X			
Council Member Johnson	X			
President Kline				X
Vice President Kaiser	X			
Council Member Worth	X			

- b. Resolution 08-2023 Municipal Infraction Fines – Sponsored by Vice President Kaiser
- Resolution 08-2023 for the purpose of establishing certain fines to be paid to the Town of Centreville for municipal infractions pursuant to the authority set forth in the Town of Centreville Charter and Code of the Town of Centreville, and all matters relating to said fines.
 - Mr. Beauchamp made a motion to approve Resolution 08-2023, as presented. Mr. Worth seconded the motion, which passed unanimously.

Council Member	Yes	No	Abstain	Absent
Council Member Beauchamp	X			
Council Member Johnson	X			
President Kline				X
Vice President Kaiser	X			
Council Member Worth	X			

c. Ordinance 04-2023 – Chapter 170 – Electronic Signs – Second Reading – Sponsored by Council Member Johnson

- Ordinance 04-2023 for the purpose of amending the Town of Centreville Zoning Ordinance, which is Chapter 170 of the Code of the Town of Centreville, to allow electronic messaging centers as a permitted use for governmental and institutional uses in specified non-residential zones and subject to additional standards for such signs.
- Mr. Johnson made a motion to approve Ordinance 04-2023. Mr. Worth seconded the motion which passed unanimously.

Council Member	Yes	No	Abstain	Absent
Council Member Beauchamp	X			
Council Member Johnson	X			
President Kline				X
Vice President Kaiser	X			
Council Member Worth	X			

d. Ordinance 05-2023 – Chapter 170 – Indoor Agriculture – Second Reading – Sponsored by Council Members Worth and Johnson

- Ordinance 05-2023 for the purpose of amending the Town of Centreville Zoning Ordinance, which is Chapter 170 of the Town Code, to only allow indoor agriculture as a permitted use in the Planned Business District (PBD).
- Mr. Worth stated the Centreville Planning Commission had a lot of citizen comments on this ordinance the previous evening. The Planning Commission tabled consideration of Ordinance 05-2023 until their September 20th meeting.
- A public hearing for Ordinance 05-2023 will be held on September 21st.

Old Business

a. Ordinance 06-2023 – The Preserve – First Reading – Sponsored by Council President Kline

- Discussion of Ordinance 06-2023 was tabled until the September 21st Town Council meeting due to President Kline’s absence.

b. Resolution 09-2023 – Revised Separation of Employment Policy 200-001 – Council President

- Resolution 09-2023 for the purpose of amending the Separation of Employment policy.
- Ms. Ebaugh reviewed the policy as presented, which included procedures for terminations of employment through voluntary, involuntary, or death of an employee; final pay; health insurance; return of property; exit interviews; and eligibility for rehire.
- Ms. Kaiser discussed the creating a policy when administering a Town-related Facebook page. On the front end, signing a code of conduct and establishing procedures when an employee or a volunteer is an administrator of a social media page.
- The policy should also include that at least two (2) employees are administrators on the Facebook page so that if one leaves, is out ill, etc., the other administrator can remove them as an administrator, denying them further access.
- Ms. Ebaugh reported that the changes made to this policy were made in Section 7 – Return of Property. Intellectual property was included in this section as well as the last sentence stating “An employee who possesses administrative rights will be required to sign a document relinquishing their rights upon separation of employment.
- Ms. Kaiser requested the language “intellectual property” be changed to “work product”.
- After additional discussion, Mr. Johnson made a motion to approve Resolution 09-2023, as amended. Mr. Worth seconded the motion, which passed unanimously.

Council Member	Yes	No	Abstain	Absent
Council Member Beauchamp	X			
Council Member Johnson	X			
President Kline				X
Vice President Kaiser	X			
Council Member Worth	X			

c. Resolution 10-2023 – Revised Uniform Policy 900-001 – Council President

- Resolution 10-2023 for the purpose of amending the Department of Public Work uniform policy.
- Ms. Ebaugh explained the purpose of this policy and that it would now be added to the Personnel Manual.
- Ms. Kaiser requested that any further policy changes be presented in track changes.
- Mr. Worth made a motion to approve Resolution 10-2023. Mr. Beauchamp seconded the motion.
- Mr. Johnson requested a few stylistic changes to the policy. The policy was approved unanimously, as amended.

Council Member	Yes	No	Abstain	Absent
Council Member Beauchamp	X			
Council Member Johnson	X			
President Kline				X
Vice President Kaiser	X			
Council Member Worth	X			

d. Purchase Request – V-Series Kubota (Price Increase) – Kip Matthews, Director of Public Works

- Ms. Payne presented the following memo:

In the approved FY2024 Enterprise Capital Budget was \$20,000.00 for the purchase of a Gator/RTV Vehicle. This was an estimated amount; no quotes had been requested at that time.

Below are the quotes that were received for this purchase request.

Company	Description	Amount
Burke Equipment Company	Kubota RTV-X1100CWL-H	\$24,080.21
Atlantic Tractor	John Deere Gator XUV865M	\$28,019.66

Staff recommends the purchase from Burke Equipment Company for \$24,080.21.

- Ms. Luffman indicated that this is being purchased with ARPA monies.
- Mr. Johnson made a motion to approve the purchase of the V-Series Kubota RTV from Burke Equipment Company at a price not to exceed \$24,080.21. Mr. Beauchamp seconded the motion, which passed unanimously.

e. IA Pro – Chief Hobbs, Centreville Police Department

- Chief Hobbs presented the following memo:

In the FY2023 budget the Police Department encumbered approximately \$99,000.00 in unused operating funds. The Police Department is respectfully requesting consideration to utilize \$9,500.00 out of the \$99,000.00 to purchase software to manage and track generated compliments / complaints concerning Officers.

Software - **IAPro** and Public Portal: \$9,500.00

IAPro and its companion program Public Portal will allow us to operate in this environment of high expectations as never before, with the best practices and proactive approaches fast becoming the norm across organizations of all sizes. This software is in-use by over 1,000 Public Safety agencies and is leading the professional standards solution used by Public Safety worldwide for Police Accountability. **IAPro** can be uniquely tailored to fit the requirements of our professional standards and internal affairs staff.

IAPro allows comprehensive case management which assist in monitoring and reporting on compliments/complaints along with other incidents that may indicate patterns of employee misconduct, behavioral or performance shortfalls. This software also provides in-depth support for use of force, pursuit, and other critical incident reporting.

One of the single most important benefits of **IAPro** is its ability to alert staff, in advance, of issues that could, if left unchecked, put the community and the reputation of our agency at risk.

Included in this package is the following:

- Unlimited site users
- Pre-loading of employee information by **IAPro** trainers
- 2 days of on-site training/system configuration with core users
- Unlimited users of Remote Installation assistance (Public Portal)
- 1 day of Remote training assistance
- Annual service and Case Law updates to system

- Mr. Johnson asked if the training received also includes a “train the trainer” so that, that employee can train new employees later. Chief Hobbs stated that this is utilized by command staff only and therefore,

once they are trained, there is no additional training or train the trainer. He stated has contacted over 25 different agencies across the state of Maryland and the customer service is reported to be excellent and the updates to the system are also reported to be a great benefit, based on his feedback.

- Mr. Worth asked if there are annual maintenance costs for the system. Chief Hobbs stated yes, the yearly maintenance fee is \$5,000 which covers system maintenance, updates to case law, and any training that would be needed down the road.
- Ms. Kaiser asked if the cost would then be \$14,500. Chief Hobbs stated the initial start up is \$9,500 and the yearly maintenance begins two years after the system has been installed.
- Mr. Beauchamp asked if there were other solutions comparable to IA Pro, what makes this system stand out from the others, and how long has Chief Hobbs been looking at this program. Chief Hobbs stated there are a few other programs and after speaking with the other agencies, the price is in the middle of the other programs, it is in line with other program with usability and adaptability, however, this one does specifically target Maryland case law where the other programs are general federal laws but does not target Maryland law.
- Mr. Beauchamp asked how long Chief Hobbs had been looking at this program. Chief Hobbs stated, approximately 4 to 5 months. Mr. Beauchamp asked how a citizen could find this on the website and what happens if there is a complaint against the command staff if they are ones reviewing the information. Chief Hobbs reported that currently on the Police Department's page on the Town's website there is a place for citizens to make a compliment or a complaint therefore, the link would be housed in this same section. He stated that complaints can be investigated in house, however, if it were a complaint against a command staff, it would go to the Police Accountability Board for investigation.
- Mr. Beauchamp asked once the complaint is submitted what steps are in place so that the wording of that complaint cannot be changed. Chief Hobbs reported that once it is submitted, there is no way for staff to change the wording of the complaint through the system.
- Ms. Kaiser asked if complaints that come in on officers or command staff are forwarded to human resources. Chief Hobbs stated that the program has the ability to add other recipients of the complaint.
- Ms. Kaiser asked how many compliments or complaints are received. Chief Hobbs stated that he would have to go through each personnel file to count and review the compliments and complaints. This system would track everything in place without the need to pull each individual file.
- Chief Hobbs stated that they are required to report use of force, investigations, complaints to the state and federal government and it is difficult to search for this information to create the report. This system would have everything in one place.
- Mr. Johnson asked, once the system is implemented, for Chief Hobbs to come back in and provide a diagram of how complaints are handed based on officers vs. command staff, what gets sent to the Police Accountability Board vs. in-house investigations, etc.
- Ms. Kaiser stated that if software is being investigated during budget season, she would be inclined to allow a placeholder in the budget to allow that time to research. There was continued discussion regarding the software presented during the budget, which was cut down, and then continued requests for additional software during the year.
- The Town Council requested the full list of software that was originally presented during the budget sessions.
- Mr. Johnson made a motion to approve the purchase of IAPro and Public Portal in the amount of \$9,500. He asked that there be a redundancy plan in place in case anything happens with the system. Chief Hobbs explained that IAPro does have a back-up server in the event anything was to happen. Mr. Beauchamp seconded the motion, which passed unanimously.

Reports of Boards and Commissions

a. Maryland Municipal League

- Mr. Beauchamp had nothing to report.

b. Council of Governments

- Mr. Worth reported that COG will meet on September 13th in Queenstown.

c. Economic Development

- Mr. Johnson reported that Pat Fox is submitting an application to be considered for the Queen Anne's County Economic Development Board. Mr. Johnson wrote a letter of recommendation on her behalf.

- Mr. Beauchamp brought up the discussion at the Planning Commission meeting the previous night with regards to indoor agriculture. He encouraged people to think of this as an economic development decision and not an olfactory decision.

d. Park Advisory Board

- Ms. Kaiser reported the annual Fishing Derby and Movie Night will be held on September 9th with the fishing derby from 4:00 p.m. to 6:00 p.m. and the movie begins at 8:00 p.m. She encouraged the other Council members to volunteer their time at the event.

Reports of Department Heads

a. Town Manager

- Mr. Koogle reported the following:
 - Was made aware prior to the meeting that Jerry Schram, a former Council member and president at one time, passed away. He was in his mid-90's.
 - The next plastic bag ban roll-out meeting is September 22nd.
 - The invitations to bid for the speed humps and the water treatment plant preliminary engineering report (PER) have been advertised.
 - Attended the Cannabis Law Symposium the previous and a lot of data was presented.
 - Would like to draft a Memorandum of Understanding (MOU) for the Sandy Bottom property. The County is working with the Town on the purchase through Program Open Space funds however, the County has requested the Town pay for the appraisal. He is requesting a sponsor for this. Mr. Johnson stated that he would sponsor it.
 - Applied for federal funds and of the \$4 million requested, Centreville is in for \$2 million in Appropriations.
 - Attended the Harris, Jones, and Malone, the Town's lobbying firm, reception the previous evening. Mr. Koogle will be meeting with them in September to begin preparing for the upcoming session.
 - Implement work sessions after the election – every other week – to get the Town Council and staff in sync with what the goals and objectives are for the town.
 - Ms. Kaiser thanked Mr. Koogle for his work on securing the funding from the state and federal government.

b. Town Clerk

- Ms. Brinkley asked about the Council's preference for the September 7th meeting since the meeting room was not available and some Council members would not be in attendance. After some discussion, it was decided to cancel the September 7th Town Council meeting.

Citizen Comments:

No citizens offered comments.

Council Roundtable

- Mr. Beauchamp had nothing to report.
- Mr. Worth stated during the Planning Commission discussion the previous night regarding the indoor agriculture ordinance, who would enforce this since the Town currently did not have a code enforcement officer. Mr. Koogle reported that there is an ad out for a contract code enforcement officer.
- Mr. Johnson reported that the Centreville Holiday Committee met for the first time in July and have another meeting coming up at the end of August. The Holiday Committee is working on establishing the theme this year for the parade and has been working with Ms. Brinkley and Wendy Martin on this.
- Ms. Kaiser thanked Mr. Johnson for his efforts with the Holiday Committee.

Motion to Adjourn

There being no further business, Mr. Beauchamp made a motion to adjourn the August 17, 2023, meeting. Mr. Johnson seconded the motion. The meeting was adjourned at 8:58 p.m.

Respectfully submitted,



Carolyn M. Brinkley
Town Clerk

Council Action Items:

1. Approved the July 20, 2023, meeting minutes.
2. Approved Ordinance 03-2023 for the purpose of amending the Code of the Town of Centreville to update the penalty sections throughout the Code.
3. Approved Resolution 08-2023 for the purpose of establishing certain fines to be paid to the Town of Centreville for municipal infractions pursuant to the authority set forth in the Town of Centreville Charter and Code of the Town of Centreville, and all matters relating to said fines.
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5. Approved Ordinance 04-2023 for the purpose of amending the Town of Centreville Zoning Ordinance, which is Chapter 170 of the Code of the Town of Centreville, to allow electronic messaging centers as a permitted use for governmental and institutional uses in specified non-residential zones and subject to additional standards for such signs.
6. Approved Resolution 09-2023 for the purpose of amending the Separation of Employment policy.
7. Approved Resolution 10-2023 for the purpose of amending the Department of Public Work uniform policy.
8. Approved the purchase of the V-Series Kubota RTV from Burke Equipment Company at a price not to exceed \$24,080.21.
9. Approved the purchase of IAPro and Public Portal in the amount of \$9,500.