

**Town Council of Centreville**  
**Budget Work Session**  
**April 6, 2022**  
**5:30 p.m.**

**MINUTES**

The April 6, 2023, Town Council budget work session was called to order at 5:30 p.m. by Vice President Ashley H. Kaiser at the Liberty Building, 107 N. Liberty Street, 2<sup>nd</sup> floor meeting room. The following members and staff were present: Steven K. Kline, President (via Zoom); Ashley H. Kaiser, Vice President; Eric B. Johnson, Jr. and Jim A. Beauchamp, Members; Charles (Chip) Koogle, Town Manager (via Zoom); Karen Luffman, Finance Officer; Clifford (Kip) Matthews, Director of Public Works; Krystal Ebaugh, Human Resources Manager (via Zoom); Ashley Russ, Finance Specialist; Jacki Payne, Administrative Assistant; and Carolyn Brinkley, Town Clerk.

Citizens Forum

No citizens offered comments.

Discussion

- There was a discussion regarding IT and the Council requested an email address – towncouncil@townofcentreville.org be created that would go to all Council Members to allow citizens to email all members at once.
- An email retention policy should be created for when the Town switches IT services from Queen Anne’s County.
- As requested, Ms. Luffman reported that she recalculated the revenue based on the constant yield rate of \$0.5207 which is equivalent to \$3,410,535 in revenue which is a decrease of \$76,522 from the current tax rate of \$0.535.
- Mr. Kline reported that a member of the Goodwill Fire Company will be present at the next budget work session to request additional funds.
- Mr. Beauchamp asked if the bid for the operations of the water and wastewater plants was successful. Mr. Matthews reported that one company bid however, few companies called to indicate they could not bid for lack of staffing.
- Mr. Matthews reported that the transition date is scheduled for July 1<sup>st</sup> which will allow 30-days to evaluate and give notice to proceed. He stated that the Maryland Environmental Service (MES) submitted a bid of \$309,000.
- Mr. Johnson asked about the increase in the water meter line item. Mr. Matthews stated there is a large increase because both Symphony Village and North Brook need their water meters replaced. He reported that he ordered 150 meters in December 2022 which is not expected to be delivered until December 2023.
- The Council requested a comparison between the one bidder, MES, and the Town running the plant to compare the costs associated with each.
- Mr. Johnson asked Mr. Matthews about any vehicles for his department. Mr. Matthews stated he has been asking for a Vactron truck that will replace three (3) pieces of equipment that costs approximately \$520,000. Mr. Beauchamp asked if this vehicle would be available to lease. Mr. Matthews stated he was not positive and would have to check.
- Mr. Beauchamp asked Mr. Matthews what line items he is most concerned about. Mr. Matthews stated he is concerned about all of them due to inflation and where the economy is going.
- Ms. Kaiser asked if other municipalities have a Vactron and if so, could Centreville borrow it? Mr. Matthews stated, yes, other municipalities have it but due to the cost of the equipment, it probably could not be borrowed.
- Mr. Koogle asked how much a contractor cost each time we call them. Mr. Matthews stated \$350 per hour.
- Mr. Kline discussed the F250 that was in the Water/Wastewater Department and was given to the Police Department as well as, the Humvee. He stated he does know because the Humvee was military surplus, the Town is restricted on how it can be sold. He requested a prioritized list of needs to be presented to the Council if monies were to be moved from the permanent fund.
- Mr. Matthews stated that it was his decision to transfer the F250 to the Police Department because when MES took over, this was a surplus vehicle. He stated the Police Department has used in the past to set up street

barricades, fencing, etc. The Police Department has also transferred vehicles to the Public Works department in the past as well.

- The Council stated they would like to see a policy on the transfer of assets and monies between departments.
- Ms. Luffman gave an update on ARPA and Mr. Beauchamp asked if the Vactron could be bought using ARPA funds. Ms. Luffman stated she was pretty sure the Town could, but would double check.
- Mr. Kline requested a capital priority list be presented at the following week's budget work session.

#### Citizens Forum

No citizens offered comments.

#### Motion to Adjourn

Mr. Johnson made a motion to adjourn the April 6, 2023 Town Council budget work session. Mr. Beauchamp seconded the motion, which passed unanimously. The meeting adjourned at 6:43 p.m.

Respectfully submitted,



Carolyn M. Brinkley  
Town Clerk

#### Action Items:

1. Comparison between the one bidder, MES, and the Town running the water and wastewater plants to compare the costs associated with each.
2. Capital priority list to be presented at the following week's budget work session.