

Town Council of Centreville
March 7, 2024
7:00 p.m.
MINUTES

The March 7, 2024, Town Council meeting was called to order at 7:00 p.m. by President Ashley H. Kaiser at the Liberty Building located at 107 North Liberty Street, 2nd floor meeting room. The following members and staff were present: Ashley H. Kaiser, President; Jim A. Beauchamp, Daniel B. Worth, and Jeffrey D. Kiel, Members; Carolyn M. Brinkley, Town Manager; Karen Luffman, Finance Officer; Chief Robert Hobbs, Centreville Police Department; and Gaye Adams, Town Clerk.

- Following the Pledge of Allegiance, Mr. Worth made a motion to approve the February 15th, 2024, meeting minutes, as presented. Mr. Beauchamp seconded the motion, which passed unanimously.
- Prior to Public Hearing Council President Kaiser moved to quickly discuss New Business FY 2025 Budget presentation to not stall the meeting.

New Business

a. FY 2025 Budget Presentation -Town Manager

- Ms. Brinkley presented and summarized the FY2024 revenue projections which are 2% over the adopted FY2024 Budget or \$130,000. FY2025 General Fund is \$7,221,259 and Enterprise Fund is \$3,235,018. General Fund Expenses are \$7,117,980 and Enterprise Fund is \$3,220,773. Ms. Luffman provided additional context. Detailed binders were provided to the Council members for review. Budget Work Sessions are scheduled for March 14th, March 21st, April 4th, and April 11th for 5:30pm at the Liberty Building and April 18th at the Vincint Building.
- Mr. Beauchamp thanked Ms. Brinkley and Ms. Luffman for presenting a balanced budget and challenged his council members to think about priorities prior to the working sessions.
- Ms. Kaiser thanked Ms. Brinkley and Ms. Luffman for adding a summary of the supporting documents as well as a Table of Contents so they can jump to sections quickly.

7:06 P.M. – PUBLIC HEARING: Ordinance 01-2024 – Purchase of Map 44C, Parcel 1086

- Ms. Kaiser called the hearing to order for Ordinance 01-2024 for the purchase of Map 44C, Parcel 1086 in compliance with the Charter of the Town of Centreville at 7:06pm.
- Ms. Brinkley provided background information on Ordinance 01-2024 that the property would be purchased from the Maryland State Highway Administration using primarily Program Open Space Funds. This is the land across from Millstream Park, near Citgo.
- Ms. Adams 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 then opened for Citizen Comments from anyone in favor of the proposed Ordinance 01-2024.
- No one spoke in favor, but the Town did receive two emails in support of the purchase, one from Frank DiGalleonardo and one from Katherine Schinasi. We also received an approval letter from Annie Richards, Chester Riverkeeper on behalf of ShoreRivers.
- Ms. Kaiser asked for comments from anyone opposed to Ordinance 01-2024.
- No one spoke opposed.
- Ms. Kaiser made a motion to adjourn the public hearing. Mr. Worth seconded the motion, which passed unanimously. The public hearing for Ordinance 01-2024 adjourned.

Old Business

a. Ordinance 01-2024-Purchase of Mapp 44C, Parcel 1086

- Ordinance 01-2024 was introduced for the purpose of accepting a special warranty deed for the parcel of real property known as Map 44C, Parcel 1086 located on South Commerce Street and to authorize the Town Manager to execute any and all documents necessary to consummate the purchase in compliance with the Charter of the Town of Centreville, Article III, Section 301, paragraph 46 and Section 5-204(c)(1) of the Local Government Article of the Annotated Code of Maryland; and all matters related thereto.
- Mr. Worth made a motion to approve, the motion was seconded by Mr. Beauchamp. Ms. Kaiser called for a roll call vote:

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

- Ms. Brinkley will keep the Council updated as it moves through the process. The deadline for submission to the Board of Public Works is March 28th. On March 8th a copy of the letter of intent will go out along with a copy of the ordinance to the State Highway Administration.

New Business

a. Request for Approval – Lease of Water Reuse Farm- Council President.

- A bid request was made for the Town’s Water Reuse Farm at 751 Hope Rd. Three bids were opened on February 16, 2024. Staff are recommending the bid be awarded to John Cannon. Ms. Kaiser was happy with the Town’s attorneys amended lease as well as the additional language provided for increased insurance and liability.
- Mr. Kiel made a motion to approve John Cannon for the lease of Water Reuse Farm. Mr. Worth seconded the motion.
- Mr. Beauchamp amended the motion striking the words “not to exceed”. The motion passed unanimously.

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

b. Resolution 06-2024 – Removal Floating Holidays – Council President

- Ms. Kaiser introduced Resolution 06-2024 for the purpose of amending the Town of Centreville Personnel Manual Rules and Regulations, governing the operation of the Town of Centreville to amend Section V as it relates to the removal of floating holidays for sworn law enforcement.
- Ms. Kaiser asked Chief Hobbs if this means those that work on a holiday would receive time and half and if not scheduled, they would be off with regular holiday pay. He indicated that is correct.
- Mr. Beauchamp made a motion to approve Resolution 06-2024-Removal of Floating Holidays. Mr. Worth seconded the motion, which passed unanimously.

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

c. Resolution 07-2024- Annexation of Lands of Robert H. Karen, Manager, Providence at Centreville, LLC – Sponsored by Council President Kaiser.

- Resolution 07-2024 was introduced for the purpose of annexing certain lands of Providence at Centreville into the Town of Centreville consisting of 279 acres of land, more or less, and to provide for the terms and conditions of the annexation.
- The Town Attorney has vetted this Resolution. Ms. Brinkley mentioned there is another legislation that goes along with this to change the zoning for that property as well. It was accidentally omitted and will be on the March 21st agenda.
- Ms. Kaiser asked if the council votes to refer this resolution to the Planning Commission, Ms. Brinkley said yes and then the Planning Commission will come back with a recommendation for the Town Council.
- The Planning Commission will hear this resolution at their April meeting as well as the zoning ordinance.
- Mr. Beauchamp disagreed with the 25-year provision of tax abatement.
- Ms. Kaiser mentioned that once sewer and water have been updated that abatement goes away.
- Mr. Beauchamp spoke regarding zoning. Ms. Kaiser invited legal counsel for Providence at Centreville LLC, Joe Stevens, to clarify.
- In regard to the zoning question R-1, project plans would be presented until the water and sewer plant have been upgraded. Once that happens, they will apply for a PUD (Planned Unit Development). That will include a mix of housing types. Examples are workforce housing, senior living housing but not active adult, single family homes, and townhomes.
- Mr. Beauchamp had an issue with Section 9 of the resolution-no need to resolve now but has concerns. Mr. Stevens is happy to work that out.
- Mr. Beauchamp moved to forward Resolution 07-2024-Annexation of Lands of Robert H. Karen, Manager, Providence at Centreville, LLC. to the Planning Commission. Mr. Worth seconded the motion which passed unanimously.

Reports of Board and Commissions

a. Maryland Municipal League

- Mr. Beauchamp reported that the Maryland Municipal Legislative Committee has some concerns with highway user revenues. With the State transportation budget facing cuts, there are some concerns on how that will play out.

b. Council of Governments

- Mr. Kiel stated they have a meeting on March 13, 2024

c. Economic Development

- Mr. Eric Johnson was absent.

d. Park Advisory Board

- Ms. Kaiser had nothing to report at this time.

e. Planning Commission

- Mr. Worth stated they the Planning Commission had their last meeting on March 6, 2024 and have been working tirelessly on amendments to the zoning map. Their next meeting is March 20th.

- The Planning Commission would also like to amend their bylaws.
- They are meeting twice a month to ensure all the work gets completed on the zoning items.

Reports of Department Heads

Town Manager

- The Tree Board is working to plant trees in empty tree wells and there are two (2) at the Town's property at 101. S Liberty St. Ms. Brinkley will research regarding the language in the code as it pertains to the tree rings. The Town Council requested tree rings be used so as not to damage sidewalks.
- There was a discussion on the removal of parking spaces on the east side of Liberty St. between Broadway and Lawyers Row.
- Would like to do a presentation on the Wastewater Treatment Plant, however, the engineers are not able meet on Thursday's. MDE will have comments back hopefully near the end of March. Ms. Brinkley will get a few dates to hold a work session and email the Council.

Chief of Police

- Ms. Kaiser asked Chief Hobbs about enforcement of the 15 mph speed limit on Little Kidwell Avenue and Green Street. Chief Hobbs stated that they will complete a survey.

Citizens Forum

No comments

Council Roundtable

- Mr. Kiel would like to send a letter to the State Highway Administration for the paving of Rt. 213 from Gravel Run Bridge to North Brook.
- Ms. Kaiser reported they met with the mill owner. She stated the building is safe and the metal is the issue. The owner is looking for a contractor to replace the metal. Ms. Brinkley will look for the letter regarding the structural integrity of The Mill.
- Mr. Worth presented that there is a proposed mixed-use building before the Planning Commission on North Commerce Street. Final approval in April.
- Mr. Johnson via Ms. Kaiser will be meeting in April, with his non-profit CREDE.

Motion to Adjourn

There being no further business, Mr. Worth made a motion to adjourn. Beauchamp seconded the motion. The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

Gaye Adams
Town Clerk

Council Action Items:

1. Approved the meeting minutes of February 15, 2024.
2. Approved Ordinance 01-2024- Purchase of Map 44C Parcel 1086
3. Approved Lease for Water Reuse Farm – John Cannon
4. Approved Resolution 06-2024- Remove Floating Holidays
5. Approved Resolution 07-2024 Annexation of Lands of Robert H. Karen, Manager, Providence at Centreville, LLC to move to the Planning Commission for review.