

## Town Council of Centreville

April 4, 2024

7:00 p.m.

### MINUTES

The April 4, 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, 2<sup>nd</sup> floor meeting room. The following members and staff were present: Ashley H. Kaiser, President; Eric B. Johnson, Jr., Vice President; Jim A. Beauchamp, Daniel B. Worth, and Jeffrey D. Kiel, Members; Carolyn M. Brinkley, Town Manager; Jenial Turner, Program Manager; Chief Robert Hobbs, Centreville Police Department; Carol D'Agostino, Main Street Manager; and Gaye Adams, Town Clerk.

- Following the Pledge of Allegiance, Mr. Worth made a motion to approve the March 14, 2024, Budget meeting minutes, Mr. Kiel seconded the motion, which passed unanimously. Mr. Johnson made a motion to approve the March 21, 2024, Budget Work session minutes. Mr. Kiel seconded the motion, which passed unanimously. Mr. Worth made a motion to approve the March 21, 2024, Town Council meeting minutes; Mr. Johnson seconded the motion, which passed unanimously.

#### **Citizens Forum** (*Citizens are requested to keep their comments to three minutes*)

No comments

#### **Closed Session Statement**

(i) The Town Council met in closed session on Thursday, April 4th, 2024, at 6:30p.m. to discuss personnel 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 topic:

Personnel- Discussed board and commission appointments.

The following members and staff were present: Ashley H. Kaiser, President; Eric B. Johnson, Jr., Vice President; Daniel B. Worth, Jim A. Beauchamp and Jeffrey D. Kiel, Members; Carolyn M. Brinkley, Town Manager, Gaye Adams, Town Clerk.

The meeting was adjourned at 6:56 p.m.

#### **Appearances**


##### a. K9-Dog – Cash – Chief Robert Hobbs

- Chief Hobbs presented the Centreville Police Department's new K9 Cash.
- K9 Cash is trained in narcotics detection and tracking.
- K9 Cash's first shift with his handler, Officer Henderson and the Centreville Police Department was February 26,2024.
- To date K9 Cash is the only law enforcement K9 permanently assigned to Queen Annes County.

##### b. Wastewater Treatment Plant Update-Jenial Turner and Per Struck

- Ms. Turner and Mr. Struck made the following presentation for the benefit of the Town

Council and public:



## TOWN OF CENTREVILLE WASTEWATER TREATMENT PLANT

UPGRADE AND EXPANSION STATUS  
APRIL 4, 2024

### Topics

- Background
- Work Completed
- Current Focus Areas
- Next Steps
- Schedule
- Funding



### Background

- Upgrade Treatment
  - Enhanced Nutrient Removal
  - Membrane Bioreactor
- Expand from 0.542 to 1.0 MGD
- Alternatives for Treated Effluent Disposal



### Work Completed

- WWTP Upgrade has been approved and adopted into the County's Comprehensive Water and Sewer Plan (Expansion is pending discharge)
- Met with MDE to discuss year-round stream discharge
- Met with Interest Groups to discuss the option for Corsica River discharge
- Submitted Draft WWTP Preliminary Engineering Report to MDE



### Focus Areas

- Received comments from MDE, finalize PER
- Develop Effluent Disposal Option as Parallel Task to WWTP Project
  - Continue Public Outreach




### Next Steps

- Moving forward with Geotechnical Investigation
- Stream Discharge
  - Mixing Study
  - Investigate Construction Costs and Methods
- Spray Irrigation
  - Continue to explore the availability and viability of a field
- PER final approval for the Final Design of the WWTP Project



### Schedule



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graph LR; A[Finalize PER  
June 2024] --> B[Final Design  
June 2025]; B --> C[Construction Permitting  
December 2025]; C --> D[Bidding Concludes  
March 2026]; D --> E[Construction Concludes  
December 2029]; F[Develop Effluent Disposal Option] --> G[ ]
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### Revenue Streams


Grants	
a.	BRF - ~\$14.9M (In Current Budget)
b.	CDS - ~\$2.15M
c.	ARPA - ~\$2M
d.	Rural Dev. (Commerce) - \$500,000

Loans	
a.	TBD based on grant funding

Total Cost	
a.	\$38,278,008



## DISCUSSION



## THANK YOU!

- Mr. Struck, from Whitman Requardt & Associates (WRA) reported that the Town's upgraded treatment plant will be upgraded to enhanced nutrient removal (ENR) using membrane bioreactor technology.
  - WRA are in the process of developing the design to improve how it treats the water, reduces nutrients, and provides consistent healthy, quality water.
  - The expansion will increase capacity from 542,000 gallons per day (GPD) to 1 million gallons per day (MGD).
  - In December 2023, the Town turned over the Preliminary Engineering Report (PER) to the Maryland Department of Environment (MDE) and two weeks ago MDE commented and provided feedback. WRA is reviewing that feedback and once complete will re-submit the amended PER for approval. Mr. Beauchamp requested copies of the PER along with MDE's comments. Ms. Turner will provide the Council with that report.
  - Mr. Beauchamp also asked if the footprint of the current plant was big enough for the expansion. Mr. Struck said that it is however, comes with a few challenges for the engineers. One is to keep the plant operating during the expansion and the second is disposing of the effluent. Staff have been looking at surface water discharge in combination with spray irrigation. Mr. Beauchamp also stated that the County's wastewater treatment plant discharges into the Chesapeake Bay.
  - The current wastewater treatment plant schedule is as follows: Finalize the preliminary engineering report June 2024, final design June 2025, construction permitting December 2025, bidding concludes March 2026, and construction concludes December 2029.
  - Mr. Johnson expressed environmental concerns and Ms. Turner explained the Town has met with several environmental groups as well as MDE to ensure everything is being done in an environmentally sensitive manner.
  - The last challenge is funding. Mr. Johnson stated that during Secretary Day's visit he learned there may be some opportunities for additional funding and would keep the Council updated on those opportunities. Ms. Turner also stated Town staff are looking into grants. Ms. Kaiser's chief concern is raising funding. Ms. Kaiser stated the Council needs to work hard on advocating for the Town and raising money.
  - Mr. Beauchamp asked if the plant can be built, notwithstanding the outfall, but built with the money that is fused with a timeline even if those pieces are not operational. Ms. Turner stated that they have been looking at that as well, ensuring they meet the terms and guidelines of those loans. Mr. Johnson and Mr. Worth are interested in being kept informed of the scalability of the wastewater plant.
  - WRA will be back in July to update the Council.
- c. Mainstreet Improvement Grant Update and Project Restore-Carol D'Agostino
- Main Street Manager, Carol D'Agostino, informed the Council of the Operating Assistance Grant through Maryland Main Street that supports town businesses. The Council unanimously approved the application for it.
  - Ms. D'Agostino also shared great news on Project Restore and the 102 N. Commerce St. property. That property has been purchased and restoration has begun. They hope to be complete with the restoration by Summer 2025. The building will have a restaurant below and

6 apartments above.

## **New Business**

### a. Resolution 09-2024- Charter Amendment; Section 701-Sponsored by Council Member

- Mr. Beauchamp read Resolution 09-2024 into the records for the purpose of the Town Council to revise the reporting structure for the Chief of Police. Ms. Kaiser asked for the procedure. Ms. Brinkley stated the Council needs to have a second reading on April 18<sup>th</sup> and schedule a public hearing with consideration on May 2<sup>nd</sup>. The Town then has a 40-day referendum period and then the approved resolution goes into effect on the 50<sup>th</sup> day after approval. No further discussion was added. The Resolution now moves onto the second reading.

### b. Proclamation: Celebrate Trails Day

- Ms. Kaiser moved to approve the Proclamation and declare the fourth Saturday in April, Celebrate Trails Day. Mr. Beauchamp moved, Mr. Worth seconded, the proclamation was approved unanimously.

## **Reports of Boards and Commissions**

### a. Maryland Municipal League

- Nothing at this time.

### b. Council of Governments

- Nothing at this time.

### c. Economic Development

- Mr. Johnson reminded everyone about the Centreville Reaching for Economic Development Enterprise meeting is April 10<sup>th</sup> at 5:30 p.m. at the Liberty Building, 2<sup>nd</sup> floor.

### d. Park Advisory Board

- Ms. Kaiser stated they, elected officials, talked about the trail masterplan. The Park Advisory Board also discussed trail marketing material and requests and Ms. Kaiser made the request for that funding at the Budget Meeting work session.

### e. Planning Commission

- Mr. Worth stated the Planning Commission had their last meeting on April 3, 2024, and has completed the zoning map changes. Their next meeting is April 17<sup>th</sup>. The North Commerce mixed use development is up for final approval. The annexation portion of Providence Farms has been pulled from the April 17<sup>th</sup> meeting.

## **Reports of Department Heads**

### Town Manager

- Ms. Brinkley informed the Council that Jane Saulsbury, a 26-year employee of the Town had passed away.
- Secretary Jake Day came to Centreville the previous week for a tour and look at business façade improvements that have been completed. To date the Town has received 6 grants for a total of \$280,000 and it has gone towards improving 19 properties.
- Ms. Brinkley and Ms. D'Agostino met with the owners of 102 N. Commerce St. and is helping them move forward with the project.
- Last Thursday Ms. Brinkley, Gaye Adams, Lt. Larrimore, Chief Hobbs, and Lt. Harris met with the Centreville Rotary Club and provided them with a Town update. The information was well received, and the Town received great feedback from the meeting.

### Town Clerk

- Ms. Adams would like to begin a volunteer spotlight to showcase the wonderful volunteers

and talent we have in the town starting this summer.

- Ms. Adams is creating a Town of Centreville Summer intern program beginning June 2025. It will be an 8-week paid intern program. Ms. Adams will reach out to Queen Anne's High School as well as Chesapeake College for interest. Ms. Brinkley and Ms. Adams will also investigate grant opportunities to help pay for the interns.

### Citizens Forum

No comments

### Council Roundtable

- Mr. Beachamp asked Ms. Brinkley if the Town has a copy of the Centreville Economic Development Authority (CEDA) promotional videos that were filmed. Ms. Brinkley believes the Town has them and will do some research.
- Mr. Worth was looking for a progress report from GTI. Mr. Johnson and Ms. Kaiser will be taking a tour of the plant, but Ms. Kaiser thinks GTI should come to a Town Council meeting for a brief update. Ms. Brinkley will reach out to set that up.
- Mr. Johnson would like to have the CEDA Economic Development Plan reviewed via a scorecard with volunteers to get an assessment of the viability of that plan.
- Lastly, Mr. Johnson stated that on April 12<sup>th</sup> at 6 p.m. the movie *Spellers* will be shown at the Vincit Building. This movie is about Autism and has been getting rave reviews.
- Ms. Kaiser informed the Council that First Fridays are starting up again on May 3<sup>rd</sup>. Lots of vendors are signed up and she is hopefully the citizens will turn out and participate.
- An issue with parking by the YMCA was discussed. Ms. Kaiser asked for the curb to be painted yellow between Little Kidwell Extended and the first entrance to the YMCA.
- Ms. Kaiser would like to expand our meeting calendar with more Town events. Ms. Adams will ensure more are added.
- Ms. Kaiser would like the Town to become a Business of Character through the Character Counts Program. She is a Character Counts volunteer and encourages everyone to volunteer. Ms. Adams will investigate the Business of Character requirements.
- Mr. Kiel offered condolences to the family of former Officer Marc Whaley who passed March 26, 2024. He was with the CPD for 26 years.
- Mr. Johnson asked when Taco Bell will open and was informed there currently is not a date.

### Motion to Adjourn

There being no further business, Ms. Kaiser adjourned. The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Gaye Adams  
Town Clerk

### Council Action Items:

1. Approved the Budget Meeting Work Session Minutes of March 14, 2024.
2. Approved the Budget Meeting Work Session Minutes of March 21, 2024
3. Approved the Town Council Meeting Minutes of March 21, 2024
4. Approved Proclamation: Celebrate Trails Day