

Town Council of Centreville

April 18th, 2024

7:00 p.m.

MINUTES

The April 18, 2024 Town Council meeting was called to order at 7:04 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; Eric B. Johnson, Jr., Vice President; Jim A. Beauchamp, Daniel B. Worth, and Jeffrey D. Kiel, Members; Carolyn M. Brinkley, Town Manager; Karen Luffman, Finance Officer; Sharon VanEmburch, Town Attorney; and Gaye Adams, Town Clerk.

- Following the Pledge of Allegiance, Mr. Worth made a motion to approve the April 4th Town Council meeting minutes and the budget work session minutes with a correction. Mr. Johnson seconded the motion, which passed unanimously.

Citizens Comments

No citizens offered comments.

Appearances

- Ms. Kaiser presented the nominees for the Boards and Commission for the Town. After reading the slate of nominees, Mr. Johnson motioned to approve the slate as presented and Mr. Beauchamp seconded the motion, which passed unanimously.
- The following volunteers were sworn into office and took their Oath of Office, according to the Constitution and laws of this State, the Town Charter, and Laws and Ordinances of the Town of Centreville:
 - a. Martha Herman, Ethics Commission, for a three-year term.
 - b. Michael C. Whitehill, Parks Advisory Board, for a three-year term.
 - c. Jennifer Holdgreve, Board of Supervisors of Elections, for a three-year term.
 - d. Kara Willis, Planning Commission, for a 5-year term.
 - e. Kyle Farabaugh, Planning Commission, completing an existing term which expires April 2027.

Old Business

- a. Resolution 09-2024- Charter Amendment- Section 701- Second Reading-Sponsored by Council Member Beauchamp
 - Resolution 09-2024 was introduced for the purpose of amending the Town Charter to revise the reporting structure for the Chief of Police.
 - Ms. Kaiser asked for discussion, there being none this resolution will be considered following a public hearing scheduled for May 2, 2024.

New Business

- a. Ordinance 03-2024- IBC Code- First Reading – Council President
 - Ordinance 03-2024 was introduced for the purpose of updating the building codes for the Town of Centreville and providing for amendments thereto.
 - Ms. Kaiser questioned if this was the Livability standards code and Ms. Brinkley stated that this was the International Building Code and International Residential Code. Ms. Brinkley stated the Town has up to May 27th to update the current code to the State's current version.
 - Mr. Beauchamp indicated that the Town does this every few years.

- Ms. VanEmburch clarified that the State updates their code every 4 years.
 - Ms. Brinkley asked Ms. VanEmburch if the Town should hold a public hearing and she stated yes. Ms. Brinkley stated the public hearing would be held at the Town Council meeting on May 16, 2024.
- b. Arbor Day Proclamation – Council President
- Ms. Kaiser presented the Proclamation for Arbor Day. Mr. Johnson motioned to approve, Mr. Worth seconded the motion, which passed unanimously.
- c. Ordinance 04-2024 – FY25 Budget- First Reading – Council President
- Ordinance 04-2024 was introduced for the purpose of adopting a budget for the Town of Centreville Fiscal Year 2025.
 - Ms. Luffman stated the budget work sessions concluded early on April 4, 2024 and she reviewed the changes made in the last budget work session.
 - The General Fund Transfer to Fund Balance is \$105,650.
 - The Enterprise Fund transfer to Fund Balance is \$151,706.
 - Changed the allocation cost from 5% to 0% and changed the health insurance numbers based on actual numbers that the Town received from the provider.
 - The only other change was \$3000 added to update the Parks trail map brochures.
 - Ms. Luffman gave the Council an update regarding ARPA.
 - During the ARPA meeting it was clarified that a contract is considered an obligation as well as an MOU (Memorandum of Understanding). For example, if the Town wanted to create an MOU for public works for \$500,000 for any type of work, the MOU could be an intergovernmental transfer and that would be considered an obligation.
 - Ms. Brinkley and Ms. Luffman worked on the constant yield and the State of Maryland let the Town know the new policy states a public hearing is not needed unless the current tax rate is increased from the previous year.
 - Ms. Kaiser asked when the budget public hearing would be. Ms. Brinkley stated May 16th. Ms. Kaiser stated she will not be available on that date.
- d. Resolution 10-2024 – Parking Spaces – Sponsored by Council President Kaiser
- Resolution 10-2024 – was introduced for the purpose of removing four (4) parking spaces from the East side of Liberty Street in front of 100 Courthouse Square.
 - Ms. Kaiser stated when cars are parked at the four spaces it makes leaving Lawyers Row dangerous.
 - Mr. Worth asked if there had been any accidents at that intersection. Ms. Brinkley stated none that she is aware of. Mr. Worth is concerned if these four spots are removed, there will be other areas in town where people park, that may be eliminated.
 - Mr. Beauchamp recommended removing one space at the end and providing soft enforcement of the SUVs that are parked, informing them that cars only are permitted. He stated just warnings, no tickets.
 - Ms. Kaiser is fine with that suggestion as an interim attempt.
 - Mr. Worth asked if the Town has the authority to remove those parking spots. Ms. Brinkley clarified those 4 spaces are the Town's.
 - Mr. Worth stated perhaps a policy should be created that there should not be any parking within so many feet of the corner and then that would automatically take care of other parking issues. Ms. Kaiser agreed.
 - Ms. Kaiser conceded that she would like to remove the one at the end in the interim but keep this on next week agenda and come up with a policy that mitigates all the safety issues.

In response to the Town's letter to the Maryland Department of Transportation State Highway Administration, they responded that they are planning on paving from Gravel Run Bridge to Wexford Drive/Spaniard Neck Road. MDOT anticipates completion at the end of June.

Reports of Boards and Commissions

- Maryland Municipal League
 - Nothing to report at this time.

- Council of Governments
 - Mr. Kiel stated nothing to report but the next meeting is May 8th and Centreville is hosting.

- Economic Development
 - Mr. Johnson reported that CREDE had their launch April 10th and it was well attended. The group has agreed to meet the second Wednesday of every month at 5:30 p.m. Except for the May meeting, CREDE will meet at the Liberty Building for the rest of the year.
 - Over the next six months CREDE will be creating their Board of Directors and Mr. Johnson will continue as the liaison for Economic Development for the Council. CREDE has agreed to score the 2015 economic development plan. CREDE would like to come to the Council in July to brief on projects and findings. CREDE's working groups have three projects they are excited about exploring.
 - Medical Care Facilities
 - Diverse Housing; Ex: Tiny homes veteran village project.
 - Indoor Farmers Market

- Park Advisory Board
 - Nothing to report at this time.

- Planning Commission
 - Mr. Worth reported that the Planning Commission made a favorable recommendation to the Board of Appeals and a conditional approval of a site plan for a mixed-use building at 216 North Commerce St. They discussed the proposed Providence Farm annexation. They also adopted provisions for their rules and bylaws and finished reviewing all the zoning map changes. The zoning changes will be subject to a public hearing.

Reports Department Heads

- Town Manager

Ms. Brinkley stated that staff have been busy with several projects. They have been meeting with Providence Farm regarding the annexation. Ms. Luffman met with the auditors this week and said that the 2024 audit process has begun. In preparing for the 2024 audit Ms. Luffman has requested her statements be returned to her by October.

- Chief of Police

Ms. Kaiser stated that she had the written report from the Chief of Police, and under traffic enforcement the Council would like to request that when speed cameras are set up they would like to see the data collected as part of the written reports.

Citizen Comments

Royce Herman, a resident on Hope Road reported two issues.

1. Hope Road has a serious speeding issue on 305. The 40 MPH sign has disappeared. Ms. Kaiser stated she would bring that up to State Highway.
2. The stop sign at the Methodist Church/Hope Road. Looking for soft enforcement in that area. Mr. Johnson recommended the Centreville Police can do some targeted enforcement there. Ms. Kaiser agreed.

Council Roundtable

Ms. Kaiser mentioned first Fridays are back in May. Tons of vendors and music. It's the first Friday of each month from May-October in the town square. 6pm-Sunset. Justin Singleton will provide the music.

Motion to Adjourn

Mr. Johnson made a motion to adjourn the April 18, 2024, Town Council meeting. Mr. Kiel seconded the motion. The meeting adjourned at 7:32 p.m.

Respectfully submitted,

R. Gaye Adams
Town Clerk

Council Action Items:

1. Approved the meeting minutes of April 4, 2024.
2. Approved the budget work session meeting minutes of April 4, 2024
3. Approved the Arbor Day Proclamation for April 26th 2024