



THE TOWN OF CENTREVILLE 101 LAWYERS ROW CENTREVILLE, MD 21617
410-758-1180 FAX 410-758-4741 WWW.TOWNOFCENTREVILLE.ORG

AGENDA
Town Council of Centreville Meeting
March 7th 2024
7:00 PM
Liberty Building
107 N. Liberty Street, 2nd Floor Meeting Room

- I. Convene – Council President**
- II. Pledge of Allegiance**
- III. Moment of Silence – For Military & Public Safety Personnel (Past & Present)**
- IV. Review of Minutes from Past Meetings**
 - a. February 15, 2024 Meeting Minutes
- 7:05 P.M. - PUBLIC HEARING: Ordinance 01-2024 – Purchase of Map 44C, Parcel 1086**
- V. Citizens Forum** (*Citizens are requested to keep their comments to three minutes.*)
- VI. Old Business**
 - a. Ordinance 01-2024 - Purchase of Map 44C, Parcel 1086 - Consideration-Council President
- VII. New Business**
 - a. Request for Approval – Lease of Water Reuse Farm – Council President
 - b. Resolution 06-2024 - Remove Floating Holidays - Council President
 - c. FY 2025 Budget Presentation - Town Manager
 - d. Resolution 07-2024 - Annexation of the Lands of Robert H. Karen, Manager, Providence at Centerville, LLC- Sponsored by Council President Kaiser
- VIII. Correspondence**
- IX. Reports of Boards and Commissions**
 - a. Maryland Municipal League
 - b. Council of Governments
 - c. Economic Development
 - d. Park Advisory Board
 - e. Planning Commission
- X. Reports of Department Heads**
 - a. Town Manager
 - b. Chief of Police
 - c. Town Attorney
 - d. Finance Officer
 - e. Director of Public Works
 - f. Human Resources Manager
 - e. Town Clerk
- XIII. Citizens Forum** (*Citizens are requested to keep their comments to three minutes.*)

XIV. Council Roundtable

- a. Kiel
- b. Beauchamp
- c. Worth
- d. Johnson
- e. Kaiser

XV. Motion to Adjourn – Council President

Upcoming Events/Meetings:

- **March 5, 2024** – Park Advisory Board Meeting – Town Hall – 6:00 p.m.
- **March 7, 2024** – Town Council Meeting – Liberty Building – 7:00 p.m.
- **March 7, 2024** – Town Council Meeting – Public Hearing: Ordinance 01-2024 – 7:05 p.m.
- **March 9, 2024** – Volunteer Appreciation Dinner – American Legion Jeff Davis Post 18 – 6:00 p.m.
- **March 12, 2024** – Chesterfield Cemetery Advisory Committee – Town Hall – 4:00 p.m.
- **March 13, 2024** – QAC Council of Governments – Town of Queenstown Town Hall – 6:30 p.m.
- **March 20, 2024** – Centreville Planning Commission – Liberty Building – 7:00 p.m.
- **March 21, 2024** – Town Council Budget Work Session – Liberty Building – 5:30 p.m.
- **March 21, 2024** – Town Council Meeting – Liberty Building – 7:00 p.m.

****Please note: One or more Centreville Town Council members may be attending these events/meetings.**

Town Council of Centreville
February 15, 2024
7:00 p.m.

MINUTES

The February 15, 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; Sharon VanEmburch, Town Attorney; Krystal Ebaugh, Human Resources Manager; Karen Luffman, Finance Officer; and Gaye Adams, Town Clerk.

- Following the Pledge of Allegiance, Mr. Kiel made a motion to approve the February 1, 2024 meeting minutes, as presented. Mr. Beauchamp seconded the motion, which passed unanimously.

Closed Session Statement

(i) The Town Council met in closed session on Thursday, 15, 2024 at 6:16 p.m. to discuss Personnel, Potential litigation and Investigative proceedings regarding criminal in accordance with the Maryland Open Meetings Act. (ii) Four 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 topics:

- Personnel – discussed a matter involving an investigation of an employee.
- Potential Litigation – discussed potential legal action.
- Investigative proceedings regarding criminal conduct – discussed an ongoing criminal investigation.

The following members and staff were present: Ashley H. Kaiser, President; Daniel B. Worth, Jim A. Beauchamp and Jeffrey D. Kiel, Members; Sharon VanEmburch, Town Attorney; Carolyn Brinkley, Town Manager; Gaye Adams, Town Clerk and Chief Robert Hobbs, Centreville Police Department.

The meeting was adjourned at 6:44 p.m.

Citizens Comments

No citizens offered comments.

Appearances

- a. Staff Introduction
 - Ms. Brinkley introduced the new Town Clerk, Gaye Adams. Ms. Kaiser thanked Betty Jean Hall for all her work as Acting Town Clerk.
- b. Raymond Aaron, President, Goodwill Fire Company
 - Mr. Aaron updated the Council on all the items in the works currently with the fire department and he thanked the Council for all their support.
 - i. New Ambulance
 - ii. Stock and supply Ambulances.

- iii. Pay staff during the day to supplement the County.
- iv. Creating a gym on the second floor of the Firehouse to support the Health and Safety of the volunteers.
- v. HVAC updates to move lines from underground to the roof.

Old Business

- a. Ordinance 01-2024 – Purchase of Map 44C, Parcel 1086
 - Ms. Kaiser presented the second reading Ordinance 01-2024 stating it is related to purchasing land from Maryland State Highway Administration using primarily Program Open Space Funds. This is the land across from Millstream Park, near Citgo.
 - A public hearing on Ordinance 01-2024 will be held on March 7.

New Business

- a. Resolution 05-2024-Nuisance Flood Plan
 - Mrs. Brinkley introduced Resolution 05-2024 for the purpose of participation in the 2019-2024 Queen Anne’s County Nuisance and Urban Flood Plan which is an appendix to Queen Anne’s County’s Hazard Mitigation Plan that was adopted by the Council in 2019.
 - Mr. Beauchamp made a motion to approve Resolution 05-2024 2019-2024 Nuisance and Urban Flood Plan, which is Appendix H to the Queen Anne’s County Multijurisdictional Hazard Mitigation Plan as presented. Mr. Worth seconded the motion, which passed unanimously.
- b. Waiver Request of Chapter 7, Article I, Section 7-2.A.
 - Ms. Carol D’Agostino, Centreville Main Street Manager introduced the Waiver in accordance with 2024 Drink Maryland a Maryland makers event on June 15, 2024 from noon-5pm.
 - Mr. Worth made a motion to approve and waive Chapter 7, Article I, Section 7-2.A. as presented. Mr. Kiel 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. Kiel stated there was nothing new to report. The next meeting is scheduled for March 13th.
- c. Park Advisory Board
 - Ms. Kaiser stated that a request for proposal for the Parks Master Plan for Mill Stream Park and Mill Stream Park II will be advertised to receive quotes to determine an amount for the Council’s consideration for the FY25 budget.
- d. Planning Commission
 - Mr. Worth reported the next meeting will be February 21, 2024.

Reports Department Heads

- a. Town Manager
 - Reminder Town Dinner March 9th American Legion 6-9pm

- The bid opening for tilling the Town's water reuse farm is scheduled for February 16, 2024.

Citizen Comments

No citizens offered comments.

Council Roundtable

Nothing at this time.

Motion to Adjourn- Mr. Beauchamp made a motion to adjourn the February 15, 2024 Town Council meeting. The meeting adjourned at 7:25pm

Respectfully submitted,

R. Gaye Adams
Town Clerk

Council Action Items:

1. Approved the meeting minutes of February 1, 2024.
2. Approved Resolution 05-2024 for the purpose of participation of the Town of Centreville in the 2019-2024 Queen Anne's County Nuisance and Urban Flood Plan.
3. Approved the waiver of Chapter 7, Article I, Section 7-2.A. for Saturday, June 15, 2024 for the 2024 Drink Maryland: Centreville event.

PUBLIC HEARING
CENTREVILLE TOWN COUNCIL

Ordinance 01-2024
Purchase of Map 44C, Parcel 1086
March 7, 2024
7:05 P.M.

TOWN COUNCIL PRESIDENT:

THE SUBJECT OF THIS HEARING IS ORDINANCE 01-2024 AN ORDINANCE 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.

I WILL NOW ASK TOWN MANAGER CAROLYN BRINKLEY TO PROVIDE BACKGROUND ON ORDINANCE 01-2024.

(Carolyn to give background)

TOWN COUNCIL PRESIDENT:

I WILL NOW CALL GAYE ADAMS, TOWN CLERK, TO PRESENT EVIDENCE OF THE PUBLISHED NOTICE OF THIS HEARING.

(Read the notice)

TOWN COUNCIL PRESIDENT:

WE WILL FIRST HEAR FROM ALL THOSE IN FAVOR OF PROPOSED ORDINANCE 01-2024, AND THEN HEAR FROM THOSE OPPOSED. PLEASE KEEP ALL COMMENTS TO THREE MINUTES. YOU ARE WELCOME TO PROVIDE WRITTEN TESTIMONY TO THE TOWN COUNCIL AS WELL.

(Clerk reads the public comment guidelines.)

WE WILL NOW HEAR FROM ALL THOSE IN FAVOR OF PROPOSED ORDINANCE 01-2024.

WE WILL NOW HEAR FROM ALL THOSE OPPOSING PROPOSED ORDINANCE 01-2024.

THE CENTREVILLE TOWN COUNCIL WILL CONSIDER ALL COMMENTS PRESENTED THIS EVENING BEFORE MAKING A FINAL DECISION REGARDING PROPOSED ORDINANCE 01-2024.

DO I HEAR A MOTION TO ADJOURN THIS HEARING?

SECOND?

ALL IN FAVOR.

I NOW DECLARE THIS HEARING ADJOURNED.

TOWN COUNCIL OF CENTREVILLE
ORDINANCE NO. 01-2024

AN ORDINANCE 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.

WHEREAS, the Town Council of Centreville agrees to submit a letter of intent which is attached hereto as Exhibit A with the State Highway Administration of the Maryland Department of Transportation on behalf of the State of Maryland to purchase a parcel of real property within the Town limits described as (and hereinafter referred to as the “Property”):

All that lot or parcel of land situate, lying and being in the Town of Centreville, Third Election District of Queen Anne’s County, State of Maryland, on the right hand side of the public state road leading from Centreville to Chestertown being known and designated as Maryland Route 213 (and/or Commerce Street) and boarding on the Mill Stream and further described in a deed dated August 28, 1959, from the State Roads Commission of Maryland, to the County Commissioners of Queen Anne’s County, recorded among the Land Records of Queen Anne’s County in Liber TSP No. 51, folio 482.

WHEREAS, the Town has applied for Program Open Space funds from the Department of Natural Resources of the State of Maryland for the acquisition of the Property;

WHEREAS, provided the Town receives Program Open Space funding in an amount not less than \$343,000 for the acquisition of the Property, the Town Council of Centreville believes that it is in the best interests of the Town of Centreville to accept a special warranty deed to the Property and to authorize the recordation thereof, and to authorize the Town Manager to execute an appropriate Settlement Sheet and any other documents necessary to consummate the purchase of the Property in accordance with the terms of the Letter of Intent for the purchase price of \$345,000.

WHEREAS, in accordance with Article III, Section 301(b), paragraph 46 of the Town Charter and Section 5-204(c)(1) of the Local Government Article of the Annotated Code of Maryland and for the reasons articulated herein, the Town Council has determined that Map 44C, Parcel 1086 located on South Commerce Street in the Town of Centreville is needed for a public purpose.

NOW, THEREFORE, it is hereby ordained by the Town Council of Centreville that:

Section 1. The recitals set forth above are incorporated herein by reference and made a part of this Ordinance.

Section 2. The Town Manager be, and is hereby, authorized to accept a special warranty deed for the purchase of the Property in accordance with the terms set forth in the Letter of Intent between the Town Council of Centreville, as Buyer, and the State Highway Administration of the Maryland Department of Transportation as Seller;

Section 3. The Town Manager be, and is hereby authorized to execute any Settlement Sheet and any other documents necessary to consummate to purchase of the Property in accordance with the terms of the Agreement of Sale.

Section 4. Any prior execution and delivery of documents related to the purchase of the Property that are consistent with the purpose and intent of this Ordinance, are hereby ratified and approved.

Section 5. This Ordinance shall become effective twenty (20) days after its adoption.

ATTEST:

THE TOWN COUNCIL OF CENTREVILLE

Betty Jean Hall
Acting Town Clerk

Ashley H. Kaiser, Esq., President

First Reading: _____

Eric B. Johnson, Jr., Vice President

Second Reading: _____

Enacted: _____

Effective: _____

Daniel B. Worth, Member

Jim A. Beauchamp, Member

Jeffrey D. Kiel, Member



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February 1, 2024

Victoria Johnson
Real Property Specialist I
Property Asset Management Division
Office of Real Estate
Maryland State Highway Administration
707 North Calvert Street
Baltimore, MD 21202-3601

RE: Intent to Purchase Map 44C, Parcel 1086 – South Commerce Street, Centreville, MD

Dear Ms. Johnson:

The purpose of this letter is to set forth some of the basic terms and conditions of the proposed purchase by The Town Council of Centreville (“Buyer”) from the State Highway Administration of the Maryland Department of Transportation (“Seller”) on behalf of the State of Maryland for the purchase of a parcel of real property within the town limits of Centreville, Maryland described as Map 44C, Parcel 1086, South Commerce Street.

The proposed terms for the purchase are:

A. **Property:** A parcel of land being 7.942 acres known as Queen Anne’s County Tax Map 44C, Parcel 1086, South Commerce Street and more particularly described as:

All that lot or parcel of land situate, lying and being in the Town of Centreville, Third Election District of Queen Anne’s County, State of Maryland, on the right hand side of the public state road leading from Centreville to Chestertown being known and designated as Maryland Route 213 (and/or Commerce Street) and boarding on the Mill Stream and further described in a deed dated August 28, 1959, from the State Roads Commission of Maryland, to the County Commissioners of Queen Anne’s County, recorded among the Land Records of Queen Anne’s County in Liber TSP No. 51, folio 482.

Being the same property conveyed to Seller by deed dated June 10, 2015 and recorded among the Land Records of Queen Anne’s County in Liber 2430, folio 001 (the “Property”).

B. **Purchase Price:** Three Hundred Forty-Five Thousand Dollars (\$345,000.00).

EXHIBIT A

C. **Contingency:** The acquisition of the Property by the Buyer is contingent upon:

1. The Buyer receiving formal approval of a Program Open Space grant from the Department of Natural Resources of the State of Maryland in the amount of not less than Three Hundred Forty-Three Thousand Dollars (\$343,000.00); and

2. The Buyer's review and approval of wetlands mitigation language to encumber a portion of the Property (4.3 acres).

D. **Deed Provisions:** The Buyer wishes to take title as "The Town Council of Centreville". The Buyer will be purchasing the property with Department of Natural Resources Program Open Space funds which requires the following language be included in the deed:

Pursuant to Md. Code, Ann., Natural Resources, §§ 5-906(e)(7) and (8):

1. The Property was acquired or developed under a State grant from POS and may not be converted without written approval of the Secretary of the Department of Natural Resources and the Secretary of the Department of Budget and Management and the Secretary of the Maryland Department of Planning from outdoor public recreation or open space use to any other use.

2. Any conversion of the use of the Property may be approved only after the local government body replaces the Property with land of at least equivalent area and or equal recreation or open space value.

3. For any conversion of the Property acquired or developed under a State grant from POS, the appraised monetary value of the land proposed for acquisition shall be equal to or greater than the appraised monetary value of the Property to be converted, under the proposed new use of the converted Property.

If you have any questions or need any additional information, please feel free to contact me.

Sincerely,

Carolyn M. Brinkley
Town Manager



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MEMORANDUM

February 29, 2024

TO: Carolyn M. Brinkley, Town Manager

FROM: Gary Phillips, Acting Director of Public Works

RE: Centreville Water Reuse Farm – Request for Bids, Award of Bid Update

The Public Works Department announced a Request for Bids in January 2024 to obtain a new farmer for the Centreville Water Reuse Farm at 751 Hope Road.

Below are the bids that were received for this formal request.

Farmer	Amount per Acre	Total
Edward Roe	\$210.00	\$42,000.00
John Cannon	\$295.00	\$59,000.00
Cecil H. Gannon and Sons, Inc.	\$136.00	\$27,200.00

Staff recommends to award the request for bid to John Cannon for \$295.00/acre at \$59,000.00 for a year, with the option to extend for two years after the first year completed.

Respectfully submitted for your consideration.

PROPOSED MOTION:

I MAKE A MOTION TO APPROVE THE FARM LEASE AGREEMENT FOR THE CENTREVILLE WATER REUSE FARM AT 751 HOPE ROAD TO JOHN CANNON AT THE PRICE NOT TO EXCEED \$295.00 PER ACRE; TOTAL OF \$59,000.00.

LEASE AGREEMENT

THIS LEASE, made this 8th day of March, 2024, by and between THE TOWN COUNCIL OF CENTREVILLE, a municipal corporation organized under the laws of the State of Maryland hereinafter called Lessor; and (Name) John Cannon,

(Address) 184 Stowman Farm Lane, Centreville, MD 21617, hereinafter called "Lessee";

WITNESSETH, that for and in consideration of the covenants herein to be performed on the part of the Lessee, the Lessor does hereby lease unto the Lessee the following described real estate, to wit:

All that part of the "Centreville Water Reuse Farm" situated and located at 751 Hope Road, Centreville MD, Queen Anne's County, State of Maryland, being all that part of said "Centreville Water Reuse Farm" that is presently under cultivation and consisting of 200 acres of land, more or less.

TO HAVE AND TO HOLD the said described land unto the Lessee from March 8, 2024, to November 30, 2024.

YIELDING AND PAYING AS RENT THEREFORE the sum of \$ 295.00 per acre, per annum, for the total of \$ 59,000.00 per annum for the 200 acres, said rent to be due and payable in two equal semi-annual installments, one installment of one-half (1/2) the annual rent or \$ 29,500.00 due and payable on the first day of May of each year, and one installment of one-half (1/2) the annual rent or \$ 29,500.00 due and payable on the first day of November of each year. Semi-annual payments shall commence April 1, 2024. Any unpaid installment will be subject to a 3% penalty for each month the balance remains outstanding.

IN ADDITION, if during the term of this lease, the Lessee by legislation is compelled to retire any of the herein rented land from tillage, then the Lessor shall reduce the total rent by a percentage equal to one-half (1/2) of the amount of the compulsory reduction in acreage expressed as a percentage. (For example, if Lessee is compelled to retire planted acreage by 20%, the Lessor shall reduce the rent by 10%). No reduction will be allowed for any voluntary retirement of planted acres.

AND the Lessor and Lessee do mutually covenant and agree to the following terms and conditions:

1. Main objective of the “Centreville Water Reuse Farm” is to discharge treated wastewater effluent.
2. That the Lessee shall promptly pay the rent at the times herein set forth. This lease shall terminate after one year with the option of a two-year extension remaining in the original three-year extension to expire December 31, 2026.
3. That in the event of the sale of the entirety or any part of the herein demised lands, this lease, at the option of the Lessor, may be terminated at the end of the calendar year in which the sale is consummated.
4. The Lessee shall only have the right under this Lease to farm the tillable lands, and unless they receive written consent of the Lessor, shall have no other rights including, but not limited to the use of any buildings, utilities, the right to hunt or trap, the right to alter or remove any hedgerows or fencing, or to maintain any cattle or livestock.
5. Lessor reserves the right to use said demised land for hunting or any other purpose that does not interfere with the normal and customary farm operation of the Lessee.
6. Lessee shall have no right to assign or sublease any of their rights under this lease, without the written consent of Lessor.
7. Lessee shall conduct all farming operations on the demised premises in a normal, customary, farm-like manner, and shall maintain the demised lands in a state of cultivation including weed control. Ditching of agricultural lands shall not be allowed without the consent of the Lessor and at no time shall ditch leads extend into any buffer strips.
8. Lessor shall at the commencement of this lease obtain a complete soil test of the demised premises, and Lessee agrees that the termination of this lease, the soil shall meet or exceed all the original values of said test, and in the event it does not, the Lessee shall restore said soil to its original condition or pay the Lessor the cost of having it restored.

9. That the Lessor, in the event of any default in the payment of rent or any other covenant of this lease by the Lessees, shall have the immediate right to terminate this Lease and to enter and repossess said premises.
10. The Lessor may reduce the number of rental acres during the term of this lease and, if so, shall reimburse Lessee for crops planted on the acres removed from cultivation based upon the average yield per acre of similar ground leased hereunder and planted in the same crop.
11. Lessee shall indemnify and hold Lessor harmless for any claim, demand, charge, liability, or cause of action arising from Lessee's actions under this lease, including reimbursement of attorney's fees incurred by Lessor in the defense of such claim, demand, or cause of action.
12. Lessee shall plant 100% of the tillable acreage in a cover crop (wheat, barley, oats, etc.) and it shall be the Lessee's responsibility to fund the planting of the cover crop.
13. Lessee shall not, under any circumstances, apply chicken manure to the demised premises or do anything else in contravention of the Lessor's Maryland Department of the Environment Discharge Permit #20-DP-3323.
14. Lessee must complete a Nutrient Management Plan, at Lessee's expense, and provide a copy of this Plan to the Town of Centreville by April 1, 2024, and January 10th of each following year the lease is in effect.
15. The tillable acreage must be sub-soiled annually.
16. Any damage occurring to the CRP/CREP strips that is caused by the Lessee shall be the Lessee's responsibility.
17. Lessee will supply a copy of the crop insurance at the request from the Lessor.

THIS LEASE shall bind and incur to the benefit of the parties hereto, their heirs or personal representatives.

WITNESS WHEREOF, the parties have signed this Lease the day and year first above written.

ATTEST:

THE TOWN OF CENTREVILLE

By: Carolyn M. Brinkley, Town Manager

WITNESS:

By: _____, Lessee

CONFIDENTIAL

**TOWN COUNCIL OF CENTREVILLE
RESOLUTION 06-2024**

A RESOLUTION OF THE TOWN COUNCIL OF CENTREVILLE TO AMEND 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

WHEREAS, By Ordinance 01-2011, enacted on March 17, 2011, and effective on April 6, 2011, the Town Council adopted the Personnel Manual: Rules and Regulations Governing the Operation of a Merit System (“Personnel Manual”), as a personnel manual for employees of the Town of Centreville.

WHEREAS, by Ordinance 02-2013 enacted on February 21, 2013, and effective on March 14, 2013, the Town Council ordained in Section 3 that future amendments to the Personnel Manual may be adopted by resolution.

WHEREAS, the Town of Centreville wishes to amend Section V (E), Holiday Leave.

BE IT RESOLVED BY THE TOWN COUNCIL OF CENTREVILLE:

Section 1. That the Town of Centreville Rules and Regulations for Employees, Section V. Types of Leave, (E) Holiday Leave be amended as follows, with deleted language shown in double bold faced brackets [**]** and added language shown in **bold and underlined**:

Section V. Types of Leave, E. Holiday Leave

[[d. All holidays are floating holidays for sworn law enforcement employees.]]

Section 2. The date of passage of this Resolution is _____.

ATTEST:

THE TOWN COUNCIL OF CENTREVILLE

R. Gaye Adams, Town Clerk

Ashley H. Kaiser, Esq., President

Eric B. Johnson, Jr., Vice President

Daniel B. Worth, Member

Jim A. Beauchamp, Member

Jeffrey D. Kiel, Member



TOWN OF CENTEVILLE

FISCAL YEAR 2025
DRAFT
GENERAL FUND
OPERATING BUDGET/With 5% allocation of
costs - \$13 PUT

REVENUES

Property Taxes	\$	3,658,884
Local Income Taxes		2,125,850
Intergovernmental Revenue		430,621
Licenses and Permits		129,500
Charges for Services		415,750
Miscellaneous Revenue		
Other		385,554
Investment Earnings		75,100
Subtotal Revenues		7,221,259

Transfer to Bond Payment

TOTAL REVENUES \$ 7,221,259

EXPENSES

A10 Legislative	\$	51,486
A70 Planning & Zoning		85,350
A81 Municipal Buildings		61,795
A92 General Government		1,751,923
B10 Public Safety		2,224,990
B22 Emergency Services		75,000
C11 Roads		1,721,057
C22 Solid Waste		415,000
D10 Parks & Recreation		116,105
H40 Main Street		40,000
H60 Cemetery		49,405
H90 Watershed		16,750

Cost Transfer to Enterprise Funds (121,953)

Net of Redspeed Revenues/Expenses	15,000
Compensatory hours payout	5,000
Capital Projects	362,147

\$ 6,869,055

Debt Service

A81 Municipal Buildings	-
C11 Roads	221,544
D10 Park/Marina	27,382

248,925

Transfer to Fund Balance **103,279**

TOTAL EXPENSES \$ 7,221,259



TOWN OF CENTREVILLE
FISCAL YEAR 2025
DRAFT
ENTERPRISE FUND
OPERATING BUDGET/With 5% allocation of
costs - \$13 PUT

REVENUES

Usage Charges		
Sewer	\$	1,607,368
Water		1,424,249
Allocation Fees		
Sewer		-
Water		-
Farm Revenue		
Farm Rent		59,000
Service Charges		
Equipment & Installation		5,200
Late Penalties & Fines		64,200
Other Miscellaneous		75,000
		3,235,018
TOTAL REVENUES		\$ 3,235,018

EXPENSES

Project Management		100,000
Sewer	\$	961,942
Water		1,038,977
Farm		84,200
General Insurance		-
Cost Transfer from General Fund		121,953
		2,307,073
Compensatory hours payout		
Capital Projects		218,700
		218,700
Debt Service		
Sewer	\$	347,500
Water		347,500
		695,000
Transfer to Fund Balance		14,245
TOTAL EXPENSES		\$ 3,235,018



Town of Centreville
FY2025 Operating Budget
Proposed Revenues
General Fund

Account Description	Dept	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Projected Revenues
Property Taxes							
1-000-4110-0000	Real property	3,218,089	3,320,324	3,408,377	3,504,199	3,658,884	154,685
1-000-4120-0000	Public Utility Taxes	928,363	1,002,426	1,165,850	997,757	1,165,850	168,093
Subtotal Property Taxes		4,146,452	4,322,751	4,574,227	4,501,956	4,824,734	322,778
Local Income Taxes							
1-000-4200-0000	Local Income Taxes	834,756	1,134,368	405,262	755,500	960,000	204,500
Subtotal Local Income Taxes		834,756	1,134,368	405,262	755,500	960,000	204,500
Subtotal Local Income taxes and PUT		1,763,118	2,136,794	1,571,113	1,753,257	2,125,850	372,593
Intergovernmental Revenues							
1-000-4690-0000	Other State Grants	1,500	1,500				-
1-000-4690-DNR0	Other State Grants		206,315				-
1-000-4690-FACO	Other State grants	34,026	1,890				-
1-B10-4611-MSPP	B10 Public safety- Police	73,938	87,834	43,601	90,000	90,000	-
1-B10-4690-LGIT	B10 LGIT - Grants		-		5,000	5,000	-
1-B10-4690-MDOT	B10 DOT Inspections MDOT		-		5,000	5,000	-
1-B10-4690-SBSE	B10 Other State Grants - OT Patrols						-
1-C11-4621-0000	C11 Highway User Tax	258,064	274,591	81,905	285,004	322,949	37,945
1-000-4799-0000	Payments in Lieu of Taxes				7,672	7,672	-
Total Intergovernmental Revenues		367,527	572,129	125,506	392,676	430,621	37,945
Licenses & Permits							
1-000-4430-0000	Amusement	892	625	2,755	800	1,000	200
1-000-4440-0000	License Distribution	11,384	5,170	1,462	8,500	8,500	-
1-000-4470-0000	Permit Fees	77,821	80,278	38,379	55,000	60,000	5,000
1-000-4480-0000	Franchise fees	54,711	50,703	23,696	55,000	55,000	-
1-000-4490-0000	Other Licenses, Fees	20,358	4,204	566	5,000	5,000	-
Total Licenses & Permits		165,166	140,980	66,857	124,300	129,500	5,200
Charges for Services							
1-C22-5430-0000	C22 Landfill Tipping Fees	369,621	371,395	197,406	389,220	390,000	780
1-000-5110-0000	Subdivision and Site Plan Fees	9,550	13,068	1,115	10,000	11,000	1,000
1-000-5111-0000	Zoning Appeal Board	850	1,200	600	1,000	1,000	-
1-000-5120-0000	Engineering and Inspection Fees	25,655	10,240	3,719	10,000	12,500	2,500
1-000-5320-0000	Parking Meters	3,882	4,419	2,476	-	-	-
1-000-5730-0000	Fines and Forfeitures	745	900	101	1,500	1,000	(500)
1-000-5731-0000	Flag Processing Fee	75	25	-	500	250	(250)
Total Other Services		410,377	401,246	205,416	412,220	415,750	3,530
Miscellaneous revenue							
Other							
1-000-5100-SURP *	Revenue Health Surplus	109,492	40,987	-			-
1-000-5130-0000	Marina Revenue	12,500	11,314	90	12,500	12,500	-

Account Description	Dept		FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Projected Revenues
1-B10-5240-0000	B10	Police Reports	360	280	450	400	400	-
1-B10-5735-REDS	B10	Speed Monitoring System	26,560	31,214	12,960	50,000	40,000	(10,000)
1-A81-5820-105N	A81	Rents - 105 N. Liberty	97,611	112,147	47,727	100,000	100,000	-
1-D10-5820-0000	D10	Rents - Wharf	20,392	18,360	10,968	18,000	16,500	(1,500)
1-000-5830-JUL4		Contributions and donations		-		1,000	1,000	-
1-000-5830-XMAS		Donations - Christmas Parade	1,000	-		1,500	1,500	-
1-B10-5830-NNOE	B10	National Night Out Donations		-		200	200	-
1-H40-5830-0000		Contributions and Donations	9,502	56,828	11,830	12,000	12,000	-
1-000-5850-0000		Other Miscellaneous Revenues	18,415	19,640	21,524	12,000	12,000	-
1-A92-5850-0000	A92	Miscellaneous Revenue						-
1-B10-5850-0000	B10	Miscellaneous Revenues	1,437	111,016		2,000	2,000	-
1-C11-5850-0000	C11	Misc Revenue - Highway and Streets	3,783	200	189			-
1-H40-5850-MNST	H40	Miscellaneous revenue - Main Street Mgr Program	13,125	12,681	4,294	17,000	17,000	-
1-H40-5850-FRMR	H40	Miscellaneous revenue - Farmers Market		-	-	1,100	1,100	-
1-H40-5850-MSIP	H40	COAG Main Street Improvement Grant					25,000	-
1-H60-5850-0000	H60	Other Miscellaneous Revenues		-				-
1-H60-5851-0000	H60	Sale of Space	22,800	20,400	2,000	13,000	18,000	5,000
3-000-5851-0000	Fund 3	Sale of Space	22,800	20,400	2,000	13,000	18,000	5,000
1-H60-5852-0000	H60	Opening Graves	30,545	26,525	7,345	33,000	33,000	-
1-H60-5853-0000	H60	Monument/Marker Fees	1,800	1,920	960	1,200	1,500	300
1-000-5860-0000		Copies/Notary/Materials	26	28	2	100	100	-
1-000-5990-0000		Development Fees		-		15,000	15,000	-
1-A81-5990-0000	A81	Parking QAC PWA	54,719	56,032	57,377	57,377	58,754	1,377
Subtotal Miscellaneous Other Revenue			446,868	539,972	179,715	360,377	385,554	177
Investment Earnings								
1-000-5810-0000		Investment Earnings	48	42	17	100	100	-
1-000-5810-ICSO		Investment Earnings - ICS	25,731	291,116	229,364	150,000	75,000	(75,000)
Total Investment Earnings			25,780	291,158	229,382	150,100	75,100	(75,000)
Operating Transfers								
1-000-5891-0000		Operating Transfers/PUT Transfer	(464,182)	(376,731)	(400,000)	(400,000)	-	400,000
Subtotal Operating Transfers			(464,182)	(376,731)	(400,000)	(400,000)	-	400,000
Total			5,932,744	7,025,872	5,386,367	6,297,129	7,221,259	924,130



Town of Centreville
 FY2025 Operating Budget
 Department - Legislative
 General Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
1-A10-6210-0000 Legislative Expense-(Centreville Dollars/Volunteer Dinner)	949	3,619	717	2,000	3,500	1,500
1-A10-6220-QATV QAC TV for Council meetings	3,900	3,600	900	3,600	3,600	-
1-A10-6610-0000 Donations/Appropriations	-	-	-	1,000	1,000	-
1-A10-7010-0000 Salaries	22,392	23,973	13,902	22,500	22,500	-
1-A10-7110-0000 Pension Expense	950	666	-	701	380	(321)
1-A10-7120-0000 Workers' Comp Insurance	754	1,090	1,073	931	1,025	94
1-A10-7130-FSA0	-	45	55	60	60	-
1-A10-7210-0000 Payroll Taxes- FICA	1,713	1,796	935	1,721	1,721	-
1-A10-7310-0000 Dues and Subscriptions (1)	5,052	5,109	5,246	5,486	5,700	214
1-A10-7420-0000 Advertising	1,224	655	1,393	3,000	3,000	-
1-A10-7530-0000 Legal Fees	5,052	3,949	3,774	3,500	3,500	-
1-A10-7810-0000 Telephone-Communications	979	-	-	-	-	-
1-A10-8510-0000 Convention, Meetings	1,665	700	-	2,000	2,000	-
1-A10-8520-0000 Lodging, Food and Travel	3,374	1,247	210	3,500	3,500	-
Total	48,004	46,449	28,204	49,999	51,486	1,487

(1) MML increased dues for upcoming FY



Town of Centreville
 FY2025
 Operating Budget
 Department - Planning and Zoning
 General Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2023	FY24 Budget	FY25 Budget	Difference Between FY23 Budget & FY24 Proposed Budget
Expenses						
1-A70-6210-0000 Operations/Planning Expense	40	32	-	400	400	-
1-A70-6220-QATV			-	3,000	-	(3,000)
1-A70-6410-0000 Planning Commission Expense			-	250	250	-
1-A70-6420-0000 Board of Appeals Expense			-	200	200	-
1-A70-7140-0000 Safety/Education Training			-	100	100	-
1-A70-7310-0000 Dues & Subscriptions	150	180	-	100	100	-
1-A70-7420-0000 Advertising for Planning	250	608	101	300	300	-
1-A70-7440-0000 Contract Services	35,105	50,286	17,467	50,000	50,000	-
1-A70-7440-BB00 Contract Services - Reimbursable	36,567	16,789	1,186			-
1-A70-7440-MDIA MDIA Contract Services (1)	24,879	21,617	12,872	20,000	25,000	5,000
1-A70-7530-0000 Legal Fees	5,978	7,628	6,078	8,000	8,000	-
1-A70-7530-BB00 Legal Fees - Reimbursable	10,631	4,864	570			-
1-A70-8520-0000 Lodging, Food, Travel & Meetings	200		-	200	1,000	800
Total	113,800	102,004	38,273	82,550	85,350	2,800

(1) Increase in fees from MDIA



Town of Centreville
 FY2025 Operating Budget
 Department - 105 N Liberty
 General Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
1-A81-6212-105N Property Taxes (1)	11,824	11,375	11,375	12,238	13,500	1,262
1-A81-7440-0000 Contract Services	1,290	232				-
1-A81-7440-105N Contract Services-105 N. Liberty	13,100	13,200	5,500	13,662	13,500	(162)
1-A81-8020-0000 Electricity	-	-	-	1,500	1,500	-
1-A81-8020-SPLY Electricity, Supply	-	-	-	1,500	1,500	-
1-A81-8021-0000 Heating	1,767	1,810	1,918	3,623	3,750	127
1-A81-8022-0000 Water and Sewer	-	6,929	-	7,245	7,245	-
1-A81-8110-0000 Repairs and Maintenance (2)	13,089	5,974	11,062	15,000	20,000	5,000
1-A81-8750-105N Liability Insurance	393	457	628	530	800	270
Total	41,462	39,977	30,484	55,298	61,795	6,497

Debt

- (1) Increase in valuation
- (2) Infrastructure projected repair costs



Town of Centreville
 FY2025 Operating Budget
 Department - Administration
 General Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 & FY25 Proposed Budget
Expenses						
1-A92-6210-0000 Operating Supplies	11,119	12,248	6,068	11,000	11,550	550
1-A92-6210-EVNT Special Events	2,262	2,521	4,188	10,000	11,000	1,000
1-A92-6620-0000 Community Grant Passthrough						-
1-A92-6620-XRDS Crossroads Grant Passthrough						-
1-A92-7010-0000 Salaries (1)	671,056	719,785	469,792	786,714	950,993	164,279
1-A92-7010-EOSP End of service payout				27,500		(27,500)
1-A92-7011-0000 Supplement per Employment Agreement	4,341					-
1-A92-7030-0000 Salaries- Overtime	6,479	4,287	3,078	4,140	4,400	260
1-A92-7110-0000 Pension Expense	29,666	43,170	-	55,071	68,094	13,023
1-A92-7110-ADMN Pension Expense - MSRPS Admin Fee	1,193	805	960	1,281	1,281	-
1-A92-7120-0000 Workers' Comp Insurance	1,216	1,966	2,012	2,072	2,280	208
1-A92-7130-0000 Health Insurance	99,337	149,203	114,831	216,889	309,379	92,490
1-A92-7130-LIFE Life Insurance	7,173	7,024	6,252	7,235	8,221	986
1-A92-7130-HRAO Health Deductible Agreement		17,963	13700	19,500	24,700	5,200
1-A92-7130-RETO Retiree Stipend	4,800	11,760	4,611	7,320	8,723	1,403
1-A92-7130-FSAO Flexible Spending Admin Fees	-	455	205	360	360	-
1-A92-7130-PCOR PCORI fees paid to United States Treasury	112	120	123	181	181	-
1-A92-7140-0000 Safety/Education/Training	100	578	288	10,000	10,000	-
1-A92-7190-0000 Employee Expense	1,721	1,233	1,148	2,000	2,000	-
1-A92-7210-0000 Payroll Taxes- FICA	56,608	51,998	34,534	60,184	73,088	12,904
1-A92-7215-0000 Payroll Taxes - SUTA						-
1-A92-7310-0000 Dues and Subscriptions	604	1,810	50	1,035	1,200	165
1-A92-7420-0000 Advertising	3,092	2,799	555	5,000	5,000	-
1-A92-7440-0000 Contract Services-Professional Fees (2)	17,404	50,251	34,112	38,000	53,000	15,000
1-A92-7440-SFTW Software (3)			10,768	55,661	60,000	4,339
1-A92-7440-BB00 Contract Services	-					-
1-A92-7440-CC00 Credit Card Fees	-					-
1-A92-7440-GRNT Grant Writer		1,918	1,584	28,800	10,000	(18,800)
1-A92-7520-0000 Accounting & Audit Fees	10,757	10,642	11,745	14,490	15,000	510
1-A92-7530-0000 Legal Fees	15,912	12,939	10,430	25,000	25,000	-
1-A92-7530-BB00 Legal Fees - Reimbursable	1,078					-
1-A92-7540-0000 Merchant and Credit Card Fees	538	-		-		-
1-A92-7550-0000 Contract/Temporary Help						-
1-A92-7740-CC00 Computer Supplies and Maintenance (4)				2,500	7,500	5,000
1-A92-7810-0000 Telephone/Internet	9,061	11,969	8,918	7,452	8,000	548
1-A92-7910-0000 Postage	2,319	3,081	1,550	3,000	3,200	200
1-A92-8020-0000 Electricity	661	812	55	1,400	1,400	-
1-A92-8020-EDTS - Economic Development Charging Station	1,122	1,645	1,115	2,700	2,700	-
1-A92-8020-SPLY Electricity, Supply	162	348	4	942	942	-
1-A92-8020-SPTS - Economic Development Charging Station Supply	332	845	461	785	785	-
1-A92-8021-0000 Heating	2,829	1,817	883	3,000	3,000	-

FY2025 Budget

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 & FY25 Proposed Budget
1-A92-8110-0000 Repairs and Maintenance	2,717	-	86	2,329	2,500	171
1-A92-8190-0000 Repair & Maintenance-Vehicle	14		-			-
1-A92-8191-0000 Vehicle Fuel/Oil	416					-
1-A92-8510-0000 Convention, Meetings	2,520	850		3,000	3,000	-
1-A92-8520-0000 Lodging and Travel	4,545	4,848	676	5,200	5,200	-
1-A92-9120-0000 Bank Fees		791	365	311	400	89
1-000-8750-0000 Liability Insurance	39,449	487		52,588	57,847	5,259
1-A92-8750-CLM0 Liability Insurance - Claims						-
Total	1,019,357	1,134,192	745,147	1,474,640	1,751,923	277,284

Cost Transfer to Enterprise Fund

1-A92-7010-ALLO Salaries - Allocation of Cost - 1	(235,756)	(97,922)	-	(149,476)	(51,269)	(149,476)
1-A92-7030-ALLO Salaries - OT Allocation of Cost	(2,183)	(563)	-	(787)	(220)	(787)
1-A92-7110-ALLO Pension Expense - Allocation of Cost - 1	(10,383)	(6,044)	-	(10,463)	(3,405)	(10,463)
1-A92-7120-ALLO Worker's Comp Insurance - Allocation of Cost	(425)	(275)	-	(314)	(114)	(314)
1-A92-7130-ALLO Health & Life Ins - Allocation of Cost - 1	(37,279)	(21,806)	-	(42,584)	(12,327)	(42,584)
1-A92-7210-ALLO Payroll Taxes - FICA - Allocation of Cost - 1	(19,327)	(7,066)	-	(11,435)	(3,915)	(11,435)
1-A92-7440-0000 - Contract Fees - Software - 2				(10,576)	(2,783)	(10,576)
Total Cost Transfer to Enterprise Fund	(305,352)	(133,676)	-	(225,634)	(74,033)	(225,634)

(1) Addition of Admin Asst., HR Admin, and Public Information Officer

(2) YMCA membership for employees

(3) Software costs include AF cloud, Munibilling, CBIZ HR, and Inacom services (increase in support hours \$175 p/h)

(4) Purchase of new equipment for new positions



Town of Centreville
FY2025 Operating Budget
Department - Police
General Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
1-B10-6210-0000 Operating Supplies/Equipment (1)	39,327	77,037	8,285	17,595	30,000	12,405
1-B10-6210-CPK9 K9 expenses (2)					10,000	10,000
1-B10-6210-EVE0 Special Events	1,821	463	1,881	2,070	2,500	430
1-B10-6210-LGIT LGIT Grant Money Expenses	8,920	-	-	12,420		(12,420)
1-B10-6210-METR Meters Operating Supplies	835	-	-	-		-
1-B10-6430-0000 Parking Study			-			-
1-B10-6510-0000 Crime Prevention	3,218	1,250		2,588	3,000	412
1-B10-6530-0000 Emergency Management	508	769		1,500	1,500	-
1-B10-7010-0000 Salaries	864,024	928,422	561,801	998,339	1,029,405	31,066
1-B10-7011-0000 Supplement per employment agreement	6,981			-		-
1-B10-7030-0000 Salaries- Overtime	87,473	80,636	51,712	72,450	72,450	-
1-B10-7031-0000 Salaries- Overtime Reimbursable	8,473	10,986	161			-
1-B10-7110-0000 Pension Expense	57,431	205,948	288,069	455,131	361,799	(93,332)
1-B10-7110-ADMN Pension Expense - MSRPS Admin Fee	1,193	805	960	1,281	1,281	-
1-B10-7120-0000 Workers' Comp Insurance	53,998	88,501	105,097	102,094	112,303	10,209
1-B10-7130-0000 Health Insurance	202,798	230,359	165,336	311,098	280,431	(30,667)
1-B10-7130-Life-Life Insurance	9,144	9,231	7,361	9,693	10,838	1,145
1-B10-7130-FSA0 Flex Spending Accounts	15	75	90	60	60	-
1-B10-7130-HRA0 Health Deductible Reimbursement	-	26,825	13225.47	31,300	24,800	(6,500)
1-B10-7130-RETO Retiree Stipend	20	130	90	7,320	8,052	732
1-B10-7140-0000 Safety/Education/Training	9,047	2,620	2,078	5,000	5,000	-
1-B10-7150-0000 Uniforms/Clothing	23,692	28,991	7,773	15,000	15,000	-
1-B10-7151-0000 Uniforms/Cleaning	3,600	5,613	2,548	5,400	5,400	-
1-B10-7190-0000 Employee Expense	210	616	130	-		-
1-B10-7210-0000 Payroll Taxes- FICA	71,539	74,966	44,845	76,373	84,292	7,919
1-B10-7310-0000 Dues and Subscriptions	400	393	-	500	500	-
1-B10-7420-0000 Advertising	920	407	383	1,000	1,000	-
1-B10-7440-0000 Contract Services	30,400	45,677	39,261	35,000	40,000	5,000
1-B10-7440-SFTW Software (3)					5,000	5,000
1-B10-7445-REDS Redspeed Fees	12,575	14,584	6,011	25,000	25,000	-
1-B10-7530-0000 Legal Fees	2,982	11,958	1,003	8,000	5,000	(3,000)
1-B10-7710-0000 Office Supplies/Printing	7,483	700	346	3,000	3,000	-
1-B10-7810-0000 Telephone/Communications	13,021	19,598	8,167	13,455	13,455	-
1-B10-7910-0000 Postage	165	48	53	129	129	-
1-B10-8020-0000 Electricity	902	1,120	328	1,000	1,000	-
1-B10-8020-SPLY Electricity, Supply	1,428	1,734	626	1,500	1,500	-
1-B10-8110-0000 Repairs and Maintenance	4,145	9,942	21,420	5,175	7,000	1,825
1-B10-8190-0000 Repair & Maintenance-Vehicle	20,177	43,980	21,684	22,000	22,000	-
1-B10-8191-0000 Gas, Oil - Vehicles	41,364	35,066	16,756	38,295	38,295	-
1-B10-8510-0000 Convention, Meetings		-	-	1,000	2,000	1,000
1-B10-8520-0000 Lodging, Food and Travel	604	139	-	1,000	2,000	1,000
1-B10-8750-0000 Liability Insurance		25,000				-

FY2025 Budget

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Total	1,590,832	1,984,589	1,377,477	2,282,766	2,224,990	(57,776)

- (1) Based on spending average past 3 years
- (2) New K9 expense line added
- (3) IAPO and Lexipol Software



Town of Centreville
 FY2025 Operating Budget
 Department - Goodwill
 Volunteer Fire Company
 General Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
1-B22-6610-CAPL Goodwill Fire Co Reimbursable Grant	10,000	10,000	20,000	20,000	20,000	-
1-B22-6610-OPER Goodwill Fire Co Reimbursable Grant	10,000	10,000	15,000	15,000	15,000	-
1-B22-6615-CAPL EMS Reimbursable Grant	15,000	15,000	25,000	25,000	25,000	-
1-B22-6615-OPER EMS Reimbursable Grant	10,000	10,000	15,000	15,000	15,000	-
Total	45,000	45,000	75,000	75,000	75,000	-



Town of Centreville
 FY2025 Operating Budget
 Department - Streets

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
1-C11-6122-0000 Street Lights	136,318	145,705	85,805	139,725	139,725	-
1-C11-6122-SPLY Street Lights Supply	17,520	16,892	15,783	18,630	18,630	-
1-C11-6123-0000 Snow Removal	8,478	8,302	2,062	11,550	11,550	-
1-C11-6210-0000 Operating Supplies (1)	32,787	31,121	21,642	24,000	35,000	11,000
1-C11-6220-0000 Small Tools and Equipment	11,620	13,344	3,012	6,000	6,000	-
1-C11-6220-ALLO Small Tools and Equipment - Allocation of Cost						-
1-C11-7010-0000 Salaries	355,462	477,035	364,690	676,681	631,527	(45,154)
1-C11-7010-EOSP Salary-End of Service Payout						-
1-C11-7030-0000 Overtime Regular	8,246	10,355	13,866	15,525	18,000	2,475
1-C11-7110-0000 Pension Expense	12,486	28,124	38,086	53,033	48,137	(4,896)
1-C11-7110-ADMN Pension Expense - MSRPS Admin Fee	1,193	805	960	1,281	1,281	-
1-C11-7120-0000 Workers' Comp Insurance	13,230	40,956	38,676	41,438	45,582	4,144
1-C11-7130-0000 Health Insurance	46,173	72,127	86,712	144,038	164,313	20,275
1-C11-7130-LIFE Life Insurance	2,589	3,964	3,543	7,646	6,982	(664)
1-C11-7130-FSA0 Flex Spending Accounts	15	80	115	60	60	-
1-C11-7130-HRA0 Health Deductible Reimbursement	-	8,838	7747.78	14,300	15,600	1,300
1-C11-7130-RETO Retiree Stipend	4,096	130	60	7,320	8,052	732
1-C11-7140-0000 Safety/Education/Training	113	3,058	6,136	8,000	28,000	20,000
1-C11-7150-0000 Uniforms/Clothing	2,414	7,818	5,792	10,400	16,200	5,800
1-C11-7190-0000 Employee Expense	3,857	2,916	675	3,150	4,850	1,700
1-C11-7210-0000 Payroll Taxes- FICA	25,798	36,877	28,910	52,954	49,689	(3,265)
1-C11-7215-0000 Payroll Taxes - SUTA				1,000	1,000	-
1-C11-7310-0000 Dues and Subscriptions	363	326	-	630	630	-
1-C11-7420-0000 Advertising	1,074	1,131	1,170	683	2,000	1,317
1-C11-7440-0000 Contract Services	53,318	29,309	31,206	29,601	35,000	5,399
1-C11-7440-EQRE Equipment Rentals	1,699	1,978	-	3,000	3,000	-
1-C11-7440-SFTW Software						-
1-C11-7440-SIDE Sidewalk Refurbishment & Maintenance						-
1-C11-7440-STRE Streets, Curbing, Pothole Repair (HUR) *	136,407	39,415	177,275	285,004	322,949	37,945
1-C11-7440-TREE Contract Services - Trees	7,400	-	-	15,000	15,000	-
1-C11-7450-SIDE Sidewalk Revolving Fund Multi-Year						-
1-C11-7440-TEMP Temporary Employees	8,032					-
1-C11-7530-0000 Legal Fees	475	1,139				-
1-C11-7710-0000 Office Supplies	171	-	191	1,050	1,050	-
1-C11-7740-CC00 Computer Supplies and Maintenance				2,000	2,000	-
1-C11-7810-0000 Telephone/Internet	1,594	2,787	2,379	2,000	2,500	500
1-C11-8020-0000 Electricity	1,383	1,583	-	3,750	3,750	-
1-C11-8020-SPLY Electricity, Supply	256	424	-	1,000	1,000	-
1-C11-8021-0000 Heating	24,786	22,049	18,580	15,000	15,000	-
1-C11-8110-0000 Repairs and Maintenance	17,219	19,938	5,244	15,000	15,000	-
1-C11-8190-0000 Repair & Maintenance-Vehicle	17,844	9,134	7,391	10,000	10,000	-

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
1-C11-8191-0000 Gas, Oil - Vehicles	20,377	16,940	11,459	18,630	20,000	1,370
1-C11-8510-0000 Convention, Meetings	328	-	-	2,000	10,000	8,000
1-C11-8520-0000 Lodging, Food and Travel	552	4,833	1,478	4,000	12,000	8,000
1-C11-8750-0000 Liability Insurance						-
Total Expenses	975,673	1,059,434	980,643	1,645,079	1,721,057	75,978
Cost Transfer to Enterprise Fund						
1-C11-7010-ALLO Salaries - Allocation of Cost	(114,281)	(65,566)		(128,569)	(31,576)	(128,569)
1-C11-7030-ALLO Salaries - OT Allocation of Cost	(2,751)	(1,390)		(2,950)	(900)	(2,950)
1-C11-7110-ALLO Pension Expense - Allocation of Cost	(4,370)	(3,837)		(10,076)	(2,407)	(10,076)
1-C11-7120-ALLO Worker's Comp Insurance - Allocation of Cost	(4,631)	(5,734)		(9,836)	(2,279)	(9,836)
1-C11-7130-ALLO Health Insurance - Allocation of Cost	(17,594)	(11,128)		(28,820)	(8,343)	(28,820)
1-C11-7210-ALLO Payroll Taxes - FICA - Allocation of Cost	(8,811)	(5,067)		(10,061)	(2,416)	(10,061)
1-C11-6220-0000 Small tools & equipment						-
Total Cost Transfer to Enterprise Fund	(152,438)	(92,721)	-	(190,313)	(47,921)	(190,313)
Debt						
1-C11-8920-CDA0 Debt Payments 2007 CDA LGIF						-
1-C11-8920-CDA0 Debt Payments 2007 CDA LGIF - Refinance						-
1-C11-8921-CDA0 Debt Payments 2012 CDA LGIF	\$ 135,917	\$ 653,878	\$ 512,987			(512,987)
1-C11-8922-CDA0 Debt Payments 2016 CDA LGIF-2016 Road Improvements	\$ 222,790	\$ 222,713	\$ 32,934	\$ 222,234	\$ 221,544	189,300
Total Debt	\$ 358,707	\$ 876,591	\$ 545,921	\$ 222,234	\$ 221,544	(323,686)

* Highway User Revenue estimated from State of MD

(1) Increase in cost of supplies



Town of Centerville
 FY2025 Operating Budget
 Department - Waste Removal
 General Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
1-C22-6210-0000 Operating Supplies	125	5,348			5,000	5,000
1-C22-6310-0000 Landfill Fees	14,064	6,296	4,132	18,630	20,000	1,370
1-C22-7440-0000 Contract Services (1)	282,770	338,115	243,588	367,839	390,000	22,161
1-C22-8191-0000 Gas, Oil - Vehicles						-
Total	296,959	349,759	247,720	386,469	415,000	28,531

(1) Increase in contract cost



Town of Centreville
 FY2025 Operating Budget
 Department - Parks and
 Playgrounds

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
1-D10-6150-0000 Street Decorations (1)	913	578	1,875	2,500	10,000	7,500
1-D10-6210-0000 Operating Supplies	3,584	4,055	2,124	2,625	4,250	1,625
1-D10-6210-WHAR Operating Supplies	2,157	1,518	174	2,625	2,625	-
1-D10-6212-WHAR Property Taxes	2,218	2,163	2,163	2,588	2,800	212
1-D10-6430-0000 Park Advisory Board (revolving account)	910	2,664	6,107	6,500	6,500	-
1-D10-6440-0000 Community Programs						-
1-D10-7440-0000 Contract Services	35,469	48,188	38,200	44,100	46,305	2,205
1-D10-7440-CBTG Chesapeake Bay Trust Grant						-
1-D10-7440-PHRA Phragmites Eradication	7,820	131	-	5,250	5,250	-
1-D10-7440-WHAR Contract Services (2)	7,903	28,483	4,010	16,800	16,800	-
1-D10-8020-0000 Electricity	620	727	162	1,000	1,000	-
1-D10-8020-SPLY Electricity, Supply	52	50	0	500	500	-
1-D10-8020-SPWH Wharf Electricity, Supply	1,913	2,532	1,231	3,250	3,250	-
1-D10-8020-WHAR Electricity	2,123	2,684	602	3,250	3,250	-
1-D10-8021-WHAR Heating						-
1-D10-8110-0000 Repairs and Maintenance	655	-	829	3,150	3,150	-
1-D10-8110-WHAR Repairs and Maintenance	1,459	1,872	229	5,250	5,250	-
1-D10-8191-0000 Gas, Oil - Vehicles	1,201	1,794	1,437	5,175	5,175	-
Total	68,995	97,440	59,142	104,563	116,105	11,542
Debt						
1-D10-8920-0000 Debt payments (Refinance Wharf Property)						
1-D10-8922-CDAO Debt Payments CDA LGIF 2016 Bond	27,536	27,452	1,917	27,467	27,382	(25,619)
	27,536	27,452	1,917	27,467	27,382	(25,619)

(1) New street decorations

(2) Increase in contracts cost



Town of Centreville
 FY2025 Operating Budget
 Department - Main Street
 General Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
1-H40-6210-BUSI Downtown Appreciation Day-Special Events	46	-	500	2,500	2,500	-
1-H40-6210-COVD SERI Grant						-
1-H40-6210-MICR Upper Shore Ag Micro Grant	278		2,600			-
1-H40-6210-MNST Operating Supplies	16,436	18,379	10,270	15,200	15,200	-
1-H40-6210-MSEV Mainstreet Events	12,970	19,792	6,341	13,100	13,100	-
1-H40-6210-REGR Business Resiliency Grant			11,640			-
1-H40-7310-0000 Dues and Subscriptions	382	375	60	300	300	-
1-H40-7440-0000 Contract Services	2,620	204	510	2,000	2,000	-
1-H40-7440-MNST Contract Services	7,268	2,798	1,650	4,600	4,600	-
1-H40-7440-SERI Seri Grant Expenses						-
1-H40-8510-0000 Convention, Meetings		-	-	1,500	1,500	-
1-H40-8520-MNST Lodging, Travel		65	137	800	800	-
Total	40,000	41,613	33,709	40,000	40,000	-
Revenues						
1-H40-5830-0000-Contributions and Donations	6,452	56,828	11,830	12,000	12,000	\$ -
1-H40-5850-MNST-Mainstreet	6,993	12,681	4,294	17,000	17,000	\$ -
1-H40-5850-MSIP COAG Main St Improvement Grant					25,000	\$ 25,000
Total H40 Revenue	13,445	69,509	\$ 16,124	\$ 29,000	\$ 54,000	\$ 25,000



Town of Centreville
 FY2025 Operating Budget
 Department - Cemetery
 General Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
1-H60-6210-0000 Operating Supplies	1,329	308	48	1,050	1,100	50
1-H60-6430-0000 Cemetery Advisory Committee *		-	-	1,424	1,424	-
1-H60-7440-0000 Contract Services (1)	27,883	40,899	21,091	35,700	42,500	6,800
1-H60-7530-0000 Legal Fees					300	
1-H60-8020-0000 Electricity	713	768	468	1,000	1,000	-
1-H60-8020-SPLY Electricity, Supply	58	54	62	350	350	-
1-H60-8021-0000 Heating						-
1-H60-8110-0000 Repairs and Maintenance	2,401	40	50	1,050	1,100	50
1-H60-8190-0000 Repairs & Maintenance-Vehicle						-
1-H60-8191-0000 Gas, Oil - Vehicles	60	-	649	1,553	1,631	78
1-H60-8750-0000 Liability Insurance						-
Total	32,443	42,069	22,369	42,127	49,405	6,978

(1) Increase in landscaping/Chesapeake Burial

*Approved in FY21 to use 90% interest earned from Perpetual Care Acct for Cemetery Advisory Committee



Town of Centreville
 FY2025 Operating Budget
 Department - Watershed
 General Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
1-H90-6210-0000 Operating Supplies	23	582				0
1-H90-7010-0000 Salaries-Other						0
1-H90-7140-0000 Education, Training / Advertise		-	-	1,000	1,000	0
1-H90-7210-0000 Payroll Taxes- FICA						0
1-H90-7440-0000 Contract Services	1,031	581	56	2,000	2,000	0
1-H90-7440-DNR0 Contract Services - DNR grant						0
1-H90-7530-0000 Legal						0
1-H90-7810-0000 Telephone						0
1-H90-8110-0000 Repairs and Maintenance	892	-	4,335	3,105	4,500	1,395
1-H90-8190-0000 Repairs & Maintenance-Vehicle (Street Sweeper)	2,636	9,394	-	3,105	6,000	
(1)						2,895
1-H90-8191-0000 Gas, Oil - Vehicles	851	467	996	3,105	3,250	145
1-H90-8750-0000 Liability Insurance						0
Total	5,432	11,024	5,387	12,315	16,750	4,435

(1) Street sweeper equipment replacement (new sweeper brushes)



Town of Centreville
FY2025 Operating Budget
Proposed Revenues
Enterprise Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Revenue	FY25 Revenue	Difference Between FY24 Budget & FY25 Projected Revenues
Sewer Revenue						
7-C21-5410-0000 Sewer	1,365,996	1,290,889	771,370	1,530,827	1,607,368	76,542
7-C21-5411-0000 Sewer Penalty						-
7-C21-5452-0000 Sewer Connection Charge (2)	300	400	300	600	600	-
7-C21-5811-CDA0 CDA LGIF Interest Income Wastewater Collection						-
7-C21-5820-0000 Farm Revenue						-
7-C21-5850-0000 Other miscellaneous revenues		12,550	12,863			-
7-C21-5900-CDA0 Sewer CDA LGIF Bond Proceeds						-
7-C21-5999-0000 In-Kind Contribution Developer						-
Total Sewer	1,366,296	1,303,839	784,534	1,531,427	1,607,968	76,542
Water Revenue						
7-C24-5440-0000 Water	1,230,549	1,163,073	698,267	1,356,428	1,424,249	67,822
7-C24-5441-0000 Water Penalty	83,912	76,966	45,731	40,000	50,000	10,000
7-C24-5442-0000 Vacant Lots (3)	12,740	10,910	5,250	12,400	12,400	-
7-C24-5450-0000 Other Water Charges	400	-	2,300	1,500	1,800	300
7-C24-5451-0000 Meter Equipment (2)	13,815	8,580	1,993	4,000	4,000	-
7-C24-5452-0000 Water Connection Charge (2)	200	600	300	600	600	-
7-C24-5453-0000 I&I Study Charge						-
7-C24-5811-CDA0 CDA LGIF Interest Income Water Treatment						-
7-C24-5811-CDA1 CDA LGIF Interest Income Water Distribution						-
7-C24-5820-0000 Rent Revenue						-
7-C24-5850-0000 Other miscellaneous revenues	1,650	15,302	3,550			-
7-C24-5870-0000 USDA CRP Revenue						-
7-C24-5900-0000 Long Term Debt Proceeds						-
7-C24-5900-CDA0 Long Term Debt Proceeds						-
7-C24-5999-0000 In-Kind Contribution Developer						-
Total Water	1,343,266	1,275,431	757,391	1,414,928	1,493,049	78,122
7-C26-5120-0000 Sewer Allocation Fees		60,739	27,766	-		-
7-C27-5121-0000 Water Allocation Fees		35,679	16,310	-		-
7-C25-5870-0000 Farm Revenue other than Sale of Crops	59,000	29,500		64,000	59,000	(5,000)
7-C25-5870-CRPO Rental Revenue - USDA CRP Payment						-
7-000-5730-0000 Other fines and forfeitures	745	100	50			-
7-000-5735-0000 Merchant Acct Administration Fees						-
7-000-5810-0000 Investment Earnings	22,009	177,484	156,655	150,000	75,000	(75,000)
7-000-5819-0000 Interest on Delinquent Accounts						-
7-000-5850-0000 Other miscellaneous revenues		5,738	12,863			-
Total Other	81,754	303,502	200,782	214,000	134,000	(80,000)
Total Enterprise Fund Revenues	2,791,317	2,882,771	1,742,707	3,160,354	3,235,018	74,663

(2) Meter Equip/Water Connection calculated on 6 hookups

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Revenue	FY25 Revenue	Difference Between FY24 Budget & FY25 Projected Revenues
New Water Rate with 5% increase						
New Sewer Rate with 5% increase						

(3) Based on current 62 vacant lots (\$50 X 4 quarters)



Town of Centreville
FY2025 Operating Budget
Department - Sewer
Enterprise Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
7-C21-6210-0000 Operating Supplies	5,610	6,290	5,926	5,250	7,000	1,750
7-C21-6211-0000 Merchant Fees						-
7-C21-6220-0000 Small Tools and Equipment	9,096	715	6,202	4,200	7,000	2,800
7-C21-6220-ALLO Small Tools and Equipment						-
7-C21-6360-0000 Sludge Generator Fee	1,243	1,243		2,588	2,588	-
7-C21-6510-0000 Chemicals and Lab Supplies (1)	26,433	66,290	39,120	39,000	60,000	21,000
7-C21-7010-0000 Salaries	116,989	147,848	25,654		47,714	47,714
7-C21-7010-EOSP Salary-End of Service Payout						-
7-C21-7030-0000 Overtime Regular	12,042	2,716				-
7-C21-7110-0000 Pension Expense	5,189	5,961		2,099		(2,099)
7-C21-7110-ADMN Pension Expense - MSRPS Admin Fee	1,046	604				-
7-C21-7120-0000 Workmen's Comp Insurance	2,681	8,138	1,682	1,802	2,270	468
7-C21-7130-0000 Health Insurance	16,097	15,456	12,883	17,127	12,526	(4,601)
7-C21-7130-LIFE Life Insurance	1,404	1,515	418	433	982	549
7-C21-7130-FSA0 Flex Spending Accounts		68	15	30	30	-
7-C21-7130-HRA0 HRA - Sewer Health Reimbursement		721	40.93	1,950	1,300	(650)
7-C21-7130-RETO Retiree Stipend	5	68	15	1,230	1,353	123
7-C21-7140-0000 Safety/Education/Training	820	1,872	3,128	10,000		(10,000)
7-C21-7150-0000 Uniforms/Clothing	275	1,485	1,167	2,889		(2,889)
7-C21-7190-0000 Miscellaneous Employee Benefits	351	298	114	828		(828)
7-C21-7210-0000 Payroll Taxes- FICA	9,654	6,251	1,855	2,984	3,650	667
7-C21-7310-0000 Membership Dues	13	794	293	1,000	2,000	1,000
7-C21-7420-0000 Advertising	1,681	2,657	1,353	525	525	-
7-C21-7440-0000 Contract Services (2)	153,587	273,532	348,299	494,788	519,527	24,740
7-C21-7440-COLL Sewer - Collection		7,929		7,350	7,350	-
7-C21-7440-EQRE Equipment Rental						-
7-C21-7440-TRMT Sewer - Treatment						6,479
7-C21-7440-SFTW Contract Fees - Software						-
7-C21-7520-0000 Audit Fees	5,379	5,321	5,872	6,986	7,500	514
7-C21-7530-0000 Legal Fees	3,306	603	323	3,105	3,105	-
7-C21-7550-0000 Contract Temporary Help						-
7-C21-7710-0000 Office/Bldg/Plant Supplies	207	8		735	735	-
7-C21-7740-CC00 Computer Supplies and Maintenance				2,500	2,500	-
7-C21-7810-0000 Telephone/Internet	1,946	3,567	1,712	1,656	1,656	-
7-C21-7910-0000 Postage	1,126	1,194	775	1,260	1,260	-
7-C21-8020-0000 Electricity	5,732	8,745	894	14,500	14,500	-
7-C21-8020-SPLY Electricity, Supply	3,548	12,861	762	12,750	12,750	-
7-C21-8110-0000 Repairs and Maintenance	5,817	26,239	14,214	12,600	12,600	-
7-C21-8110-DSCH R&M - Discharge						-
7-C21-8110-COLL R&M Collection	47,173	226,511		21,000	21,000	-

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
7-C21-8120-0000 Repair & Maintenance - Pumps and Wells	-		156			-
7-C21-8130-0000 Repairs and Maintenance- Plant	17,972	35,751	35,168	31,500	45,000	13,500
7-C21-8190-0000 Repair & Maintenance-Vehicle	1,985	1,782	642	3,675	3,675	-
7-C21-8191-0000 Gas, Oil - Vehicles	4,469	5,153	2,385	5,175	5,175	-
7-C21-8510-0000 Conventions & Meetings	164	663	1,343	4,000	-	(4,000)
7-C21-8520-0000 Lodging, Food and Travel	403	2,184	2,265	4,000	-	(4,000)
7-C21-8610-0000 Interest Expense - General	150,071	142,562	52,487	134,813	124,148	(10,665)
7-C21-8611-0000 Bond Administrative Fee	7,242	7,328	7,328	7,328	1,600	(5,729)
7-C21-8650-0000 Depreciation Allowable						-
7-C21-9120-0000 Bank Fees - NSF		-		104		(104)
7-C21-9210 Fines, Penalties, and Judgements						-
7-000-8750-0000 Liability Insurance	19,217			26,294	28,923	2,630
Total	639,971	1,032,920	574,490	890,053	961,942	78,369
Cost Transfer to Enterprise Fund						-
7-C21-7010-ALLO Salaries - Allocation of Cost	175,018	81,744		139,023	41,423	(97,600)
7-C21-7030-ALLO Salaries - OT Allocation of Cost	2,467	976		1,868	560	(1,308)
7-C21-7110-ALLO Pension Expense - Allocation of Cost	7,377	4,940		5,115	2,906	(2,209)
7-C21-7120-ALLO Worker's Comp Insurance - Allocation of Cost	2,528	3,005		10,230	1,197	(9,033)
7-C21-7130-ALLO Health & Life Ins - Allocation of Cost	27,437	16,467		35,702	10,335	(25,367)
7-C21-7210-ALLO Payroll Taxes - FICA - Allocation of Cost	14,069	6,066		10,748	3,165	(7,583)
7-C21-6220-0000 Small tools & equipment						-
7-C21-7440-0000 - Contract Fees - Software				5,288	1,392	(3,896)
Total Cost Transfer to Enterprise Fund	228,895	113,198	-	207,973	60,977	(146,996)
Debt Payments						
7-C21-2710-MDEO (ARRA Direct Water Loan)		115,615		7,649		(7,649)
7-C21-8620-0000 Debt Payments						-
7-C21-8620-CDA0 Debt Payments - WWTP Collection Sys Imprv						-
7-C26-2791-USDA USDA RUS Loan #9201						-
7-C21-2712-0000 Debt Payments - 2016 LGIF Bond	88,750	88,750		90,000	91,250	1,250
7-C21-2713-0000 Debt Payments - 2017 LGIF Bond	248,750	248,750		254,250	256,250	2,000
Total Debt	337,500	453,115	-	351,899	347,500	(4,399)
Total All	1,206,366	1,599,234	574,490	1,449,924	1,370,419	(73,026)

(1) Increase in Chemical costs

(2) Increase in Year 2 WWTP operations

* Program Manager - ARPA funded



Town of Centreville
FY2025 Operating Budget
Department - Water
Enterprise Fund

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
7-C24-6210-0000 Operating Supplies	9,284	16,789	2,103	3,675	15,000	11,325
7-C24-6211-0000 Merchant Fees						-
7-C24-6220-0000 Small Tools and Equipment	9,068	-	511	2,625	7,000	4,375
7-C24-6230-0000 Water Meter Expense	57,147	167,562	104,046	130,000	130,000	-
7-C24-6510-0000 Chemicals and Lab Supplies	16,555	34,745	45,740	35,000	40,000	5,000
7-C24-7010-0000 Salaries - (1)	116,989	147,848	25,654	39,000	47,714	8,714
7-C24-7010-EOSP Salary-End of Service Payout						-
7-C24-7030-0000 Overtime Regular	12,042	2,716				-
7-C24-7110-0000 Pension Expense	5,190	5,961		2,099		(2,099)
7-C24-7120-0000 Workmen's Comp Insurance	2,681	8,138	1,682	1,801	2,270	469
7-C24-7130-0000 Health Insurance	16,097	15,456	12,924	17,127	12,526	(4,601)
7-C24-7130-LIFE Life Insurance	1,404	1,515	418	433	982	549
7-C24-7130-FSA0 Flex Spending Accounts	30	68	15	30	30	-
7-C24-7130-HRA0 HRA - Water	193	721	-	1,950	1,300	(650)
7-C24-7130-RET0 Retiree Stipend	5	33	15	1,230	1,353	123
7-C24-7140-0000 Safety/Education/Training	527	1,788	3,278	10,000	-	(10,000)
7-C24-7150-0000 Uniforms/Clothing	275	1,485	1,167	2,888	-	(2,888)
7-C24-7190-0000 Employee Expense	358	298	114	840	-	(840)
7-C24-7210-0000 Payroll Taxes- FICA	9,654	6,250	1,855	1,185	3,650	2,466
7-C24-7310-0000 Dues and Subscriptions	13	794	1,793	1,000	2,000	1,000
7-C24-7420-0000 Advertising	1,982	6,624	-	3,675	3,675	-
7-C24-7440-0000 Contract Services - (2)	48,009	63,104	216,298	358,288	376,202	17,915
7-C24-7440-BB00 Contract Services		1,800				-
7-C24-7440-SFTW Contract Services - Software						-
7-C24-7520-0000 Audit Fees	5,379	5,321	5,872	6,986	7,500	514
7-C24-7530-0000 Legal Fees	897	127	102	259	259	-
7-C24-7550-0000 Contract Temporary Help						-
7-C24-7710-0000 Office/Bldg/Plant Supplies	207	8	-	525	525	-
7-C24-7740-CC00 Computer Supplies and Maintenance				2,500	2,500	-
7-C24-7810-0000 Telephone/Internet	8,306	12,441	4,119	7,350	7,350	-
7-C24-7810-GATE Service/Internet for Gateway System	-	-	-	1,035	1,035	-
7-C24-7910-0000 Postage	1,126	1,194	775	1,890	1,890	-
7-C24-8020-0000 Electricity	15,256	19,938	4,564	23,000	23,000	-
7-C24-8020-SPLY Electricity, Supply	87,559	120,568	65,230	120,000	120,000	-
7-C24-8110-0000 Repairs and Maintenance	22,613	8,285	5,160	12,600	12,600	-
7-C24-8110-DIST Equipment Repairs and Maintenance	6,407	6,750	1,675	10,500	10,500	-
7-C24-8130-0000 Repairs and Maintenance- Plant	56,644	15,672	16,030	42,000	45,000	3,000
7-C24-8190-0000 Repair & Maintenance-Vehicle	4,223	1,567	168	4,200	4,200	-
7-C24-8191-0000 Gas, Oil - Vehicles	4,031	3,243	1,051	4,140	4,140	-
7-C24-8510-0000 Conferences, Conventions & Meetings	164	663	993	4,000	-	(4,000)
7-C24-8520-0000 Travel Expenses	403	2,184	2,265	4,000	-	(4,000)

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
7-C24-8610-0000 Interest - General	158,477	149,595	51,626	143,607	124,148	(19,459)
7-C24-8611-0000 Bond Administrative Fee	1,945	4,528	1,288	1,288	1,600	312
7-C24-8750-0000 Depreciation Allowable						-
7-000-8750-0000 Liability Insurance	19,217	-		26,294	28,923	2,630
7-C24-9120-0000 Bank Fees				104	105	1
Total	701,403	836,584	578,530	1,029,123	1,038,977	9,854

Cost Transfer to Enterprise Fund

7-C24-7010-ALLO Salaries - Allocation of Cost	175,018	81,744		139,023	41,423	(97,600)
7-C24-7030-ALLO Salaries - OT Allocation of Cost	2,467	976		1,868	560	(1,308)
7-C24-7110-ALLO Pension Expense - Allocation of Cost	7,377	4,940		5,115	2,906	(2,209)
7-C24-7120-ALLO Worker's Comp Insurance - Allocation of Cost	2,528	3,005		10,230	1,197	(9,033)
7-C24-7130-ALLO Health & Life Ins - Allocation of Cost	27,437	16,467		35,702	10,335	(25,367)
7-C24-7210-ALLO FICA - Allocation of Cost	14,069	6,066		10,748	3,165	(7,583)
7-C24-6220-0000 Small tools & equipment						-
7-C24-7440-0000 - Contract Fees - Software				5,288	1,392	(3,896)
Total Cost Transfer to Enterprise Fund	228,895	113,198	-	207,973	60,977	(146,997)

Debt Payments

7-C24-8620-0000 Debt Payments						-
7-C24-8620-CDA0 Debt Payments - Water Distrib & Treatment						-
7-C24-2711-0000 Debt Payments - 2012 LGIF Bond	30,250	30,925				-
7-C24-2712-0000 Debt Payments - 2016 LGIF Bond	88,750	88,750		90,000	91,250	1,250
7-C24-2713-0000 Debt Payments - 2017 LGID Bond	248,750	248,750		254,250	256,250	2,000
Total Debt	367,750	368,425	-	344,250	347,500	3,250
Total Water Expenses	1,298,048	1,318,207	578,530	1,581,346	1,447,454	(133,892)

(1) ARPA funded Project manager position

(2) Increase in Year 2 WWTP operations

* Program Manager - ARPA funded



Town of Centreville
FY2025 Operating Budget
 Department -

Account Description	FY22 Actual	FY23 Actual	FY24 Actual as of 02/26/2024	FY24 Budget	FY25 Budget	Difference Between FY24 Budget & FY25 Proposed Budget
Expenses						
7-C25-6210-0000 Operating Supplies- Farm	143	154	1,483	1,035	1,500	465
7-C25-7440-0000 Contract services (1)	4,713	23,399	40,486	15,525	40,000	24,475
7-C25-7530-0000 Legal Fees	256	680				-
7-C25-8020-0000 Utilities - Electric	384	406	259	1,000	1,000	-
7-C25-8020-SPLY Utilities - Electric Supply	85	83	65	400	400	-
7-C25-8110-0000 Equipment Repair & Maintenance	30,407	45,937	18,505	40,000	40,000	-
7-C25-8190-0000 Equipment Repair & Maintenance-Vehicle						-
7-C25-8191-0000 Gas, Oil - Vehicles	1,506	54	1,444	1,242	1,300	58
7-C25-8510-0000 Conference/Meetings			420			
Total	82,195	70,713	62,662	59,202	84,200	24,998

(1) Catch up on equipment repairs



Town of Centreville
FY2025 Operating/Capital Budget
General Fund

Account Description	FY 2025 Total Budget
<u>A81 - 105 N Liberty</u>	
Roof, Chimney, Fascia repair/replace	\$100,000
Total	\$100,000
<u>A92 - Administration</u>	
Class and Comp Study	\$25,000
ESRI -GIS System Implementation	\$20,000
Asset Management Software	\$6,700
Total	\$51,700
<u>B10 - Police Department</u>	
Vehicles - 2 - 1-B10-9890-0000 (2 vehicles)	\$130,000
Ballistic Vest 1-B10-9860-0000 (replacement program)	\$3,000
Lexipol	\$14,747
Asset Management Software	\$6,700
Portable Radios (replaement program)	\$14,000
Axon Cameras (purchase of 2 spare cameras)	\$2,000
Total	\$170,447
<u>C11 - Streets</u>	
On-call pay	\$13,000
Bat Wing Mower	\$15,000
Slide in salt spreader	\$12,000
Total	\$40,000
Capital Total	\$362,147



Town of Centreville

FY2025 Operating/Capital Budget

Enterprise Fund

Account Description	FY 2025 Total Budget
<u>C21 - Wastewater (DPW)</u>	
Utility Rate Study	\$12,500
ESRI -GIS System Implementation	\$10,000
Asset Management Software	\$3,350
Geo-Locator	\$5,000
Sewer Collection System Repairs	\$55,000
Total	\$85,850
<u>C24 - Water (DPW)</u>	
Utility Rate Study	\$12,500
ESRI -GIS System Implementation	\$10,000
Asset Management Software	\$3,350
Geo-Locator	\$5,000
Fire Hydrant Replacement	\$12,000
Total	\$42,850
<u>C25 - Farm, Irrigation, Buildings (DPW)</u>	
WWTP/Spray irrigation system improvements	\$75,000
Batwing mower replacement	\$15,000
Total	\$90,000
Capital Total	\$218,700

**TOWN COUNCIL OF CENTREVILLE
RESOLUTION 0-2024**

**A RESOLUTION TO ANNEX CERTAIN LANDS OF PROVIDENCE AT
CENTREVILLE LLC INTO THE TOWN OF CENTREVILLE CONSISTING OF
279.586 ACRES OF LAND, MORE OR LESS, AND TO PROVIDE FOR THE TERMS
AND CONDITIONS OF THE ANNEXATION**

WHEREAS, the Town of Centreville (the “Town”) is authorized by the provisions of Md. Code Ann. Local Government § 4-401 to expand its municipal boundaries by annexing lands adjacent to the Town, and Providence at Centreville, LLC (hereinafter also referred to as the “Providence,” or “Petitioner”), the owners of one hundred percent (100%) of the assessed valuation of the real property to be annexed, has requested that the Town annex a certain parcel owned by Petitioner, which is adjacent to the municipal boundaries of the Town, consisting of a total of 279.586 acres of land, more or less (hereinafter “Providence Property”). The Providence Property is shown on a plat entitled “ANNEXATION PLAT” dated January 5, 2024, by Lane Engineering, which is attached hereto as Exhibit A, and a METES AND BOUNDS description prepared by by Lane Engineering dated January 5, 2024, attached hereto as Exhibit B.

Petitioner is the owner of one hundred percent (100%) of the assessed valuation of the real property located in the area to be annexed. There are no people living within or residing upon the area to be annexed.

The Providence Property is located adjacent to existing Town boundaries. If the Providence Property is incorporated into the Town boundaries, no enclaves of non-Town land will be created.

Now, therefore, the Town Council of Centreville hereby resolves:

Section 1. Modification of Town Boundaries. The corporate boundaries of the Town are hereby amended to include the addition of the Providence Property, which is described on the Survey attached hereto, subject to technical review and correction by the Town, or it’s designee, prior to the public hearing to be held on this Resolution.

Section 2. Application of Town Charter and Ordinances. Upon the effective date of this Resolution, the provisions of the Centreville Town Charter, and any local public laws enacted or to be enacted affecting the Town of Centreville, shall be effective within the Providence Property.

Section 3. Annexation Plan. Petitioner has prepared an Annexation Plan with regards to the Providence Property (hereinafter “Annexation Plan”) which is attached hereto as Exhibit C. The Annexation Plans will have been presented to the Town as a part of the Petition for Annexation at the time of the hearing hereon. The Town Council reserves the right to amend the Annexation Plan prior to the final enactment of this Resolution in the manner provided in Md. Code Ann. Local Government § 4-415.

Section 4. Real and Personal Property Taxes.

The Town shall abate Town real estate taxes and Town personal property taxes for the Providence Property until: (1) such time as Town water and sewer services are constructed and available to service the anticipated development of the Providence Property; or (2) the passage of 25 years after the effective date of the annexation, whichever occurs first.

Furthermore, if prior to the passage of 25 years after the effect date of the annexation, a portion of the Providence Property is served with Town water and sewer, the remaining unserved portion of the Property shall retain the abatement provided for herein.

Section 5. District Creation and Zoning Classification: Right to Withdraw Request for Annexation.

The Providence Property is currently in Queen Anne’s County and is zoned “Agricultural.” The Providence Property is located within a Land Use area designated for “Planned Annexation” and is further designated Growth “Tier II” in the Comprehensive Plan (Maps 1B), meaning its

development and growth is consistent with the Comprehensive Plan. The Annexation Property is identified as part of Growth Area 4 in the Comprehensive Plan Table 2, Map 1 A, has a Tier designation of II in Map 1 B, and envisioned to be developed as a “Complete Neighborhood” in “Growth Area Plan Map 2.”

The Petitioner has requested, and the Town has agreed to zone the Providence Property Residential District R-1 in accordance with Ordinance _____. The Petitioner agrees that as a condition of the annexation, it will only develop the Annexation Property in accordance with the Planned Unit Development District (PUD) provisions of the Town Zoning Ordinance at a density not to exceed what is otherwise allowed in the R-1 zone, and it will apply to the Town Council for a PUD floating zoning designation (or another zoning district consistent with the Comprehensive Plan, and Town Zoning Ordinance as it may be amended from time to time). It is intended that the Comprehensive Plan and the provisions of the PUD zone, as implemented, and any amendments thereto, will control the development and use of the Annexation Property.

To the extent that authorization by Queen Anne’s County is required by Md. Code Ann. Local Government § 4-416, the Town will submit any zoning classifications, text provisions, and zoning map amendments proposed to apply to the Providence Property within five years of effective date of Resolution _____ to the Queen Anne’s County Commissioners, together with a request that the County Commissioners expressly approve the Town zoning classification and authorize the land uses and densities permitted by such Town zoning classification (“Zoning Approval Request”). Town agrees to submit the Zoning Approval Request to the County Commissioners commensurate with providing a copy of the Petition and Resolution as required by Md. Code Ann. Local Government § 4-416. Furthermore, if, within the first five years after annexation, such County authorization is required by law and the County Commissioners fail or refuse to authorize the land

uses permitted by the Town's proposed zoning of the Annexation Property, the Petitioner agrees (unless it otherwise withdraws its Petition) that it will wait until the expiration of the five-year period before requesting final subdivision or site plan approval for the development of the Providence Property. In the event the County Commissioners do not approve the proposed zoning or authorize the land uses and densities permitted in the Town zoning classification, the Petitioner may proceed with any and all Town land use approvals to the extent permitted by law that are prerequisite to final subdivision or site plan approval.

Section 7. Incorporation of Certain Exhibits. Exhibits “A,” “B,” and “C” are incorporated into this Resolution and made a part hereof.

Section 8. Public Hearing and Public Notice. The Town Council shall conduct a public hearing on this Resolution on _____ at ____ p.m. Prior to the hearing, the Town Clerk shall arrange for the publication of a legally sufficient notice of the hearing in the Queen Anne’s County Record-Observer four (4) times at not less than weekly intervals, the date of publication of the last such notice to be at least fifteen (15) days prior to the date of the hearing. In addition, on the date of the first publication of the notice of the hearing, the Town Clerk shall notify the following persons or agencies of the hearing and shall provide them with a photocopy of this Resolution, including Exhibits:

- (a) The Queen Anne’s County Commissioners;
- (b) The Queen Anne’s County Planning and Zoning Commission; and
- (c) The Maryland Department of Planning.

Section 9. Annexation Agreement and Expenses. The Town Council may execute an annexation agreement, an agreement for the extension of public services and facilities, or other agreements of a similar nature with the Petitioner provided that the terms of this Resolution shall

prevail over any inconsistent term in any such agreements. The Petitioner shall reimburse the Town for all reasonable expenses incurred by the Town in connection with the annexation.

Section 10. Registration of Boundaries. Within ten (10) days of the effective date of this Resolution, in accordance with the provisions of Md. Code Ann. Local Government § 4-414, the President of the Town Council, or its designee, shall promptly send a copy of this resolution with the new municipal boundaries to:

- (a) the Town Clerk;
- (b) the Clerk of the Circuit Court for Queen Anne’s County, Maryland; and
- (c) the Maryland Department of Legislative Services.

Each such official or agency shall hold this Resolution with the new boundaries on record and available for public inspection during normal business hours.

Section 11. Effective Date. This Resolution shall become effective forty-five (45) days after final enactment unless: (a) a petition for referendum has been filed prior thereto in accordance with Local Government Article, Section 4-400 et seq. Annotated Code of Maryland, or (b) Providence at Centreville, LLC withdraws its’ request for annexation pursuant to this Resolution. This Resolution shall be deemed “finally enacted” on the date on which the Town Council indicates approval of this Resolution by signing it.

I hereby certify that the above Resolution was passed by a yea and nay vote of the Town Council this ____ day of _____, 202__.

R. Gaye Adams, Town Clerk

APPROVED:

WITNESS:

TOWN COUNCIL OF CENTREVILLE

Ashley H. Kaiser, Esq., President

Eric B. Johnson, Jr., Vice President

Jeffrey D. Kiel, Member

Daniel B. Worth, Member

Jim A. Beauchamp, Member