

**Town Council of Centreville**

**July 16, 2020**

**7:00 p.m.**

**MINUTES**

The July 16, 2020 Town Council meeting was called to order at 7:00 p.m. by President Jeffrey C. Morgan at the Liberty Building located at 107 N. Liberty Street, 2<sup>nd</sup> floor meeting room. The following members and staff were present: Jeffrey C. Morgan, President; Timothy E. McCluskey, Vice President; Steve Walls, Town Manager; Acting Chief Lt. Conrad Meil, Centreville Police Department; Clifford Matthews, Director of Public Works; Krystal Ebaugh, Human Resources Manager; Sharon VanEmburch, Town Attorney; Carol D'Agostino, Main Street Manager; Paige Tilghman, Economic Development Manager; and Carolyn Brinkley, Town Clerk.

- Following the Pledge of Allegiance and a moment of silence, Mr. McCluskey made a motion to approve the June 11, 2020 minutes, as presented. Mr. Morgan seconded the motion, which passed unanimously.

Appearances

- Board and Commission Appointment
  - Mr. McCluskey made a motion to appoint Nancy Weibell as a member of the Board of Supervisors of Elections and to complete the remaining three-year term of Mr. Norris, who resigned. Mr. Morgan seconded the motion.
  - Mr. Morgan administered the oath of office for Nancy Weibell, expiring February, 2021.

Citizens Comments

- No citizens comments were received.

Old Business

- a. Ordinance 07-2020 – Land Sale – Parcel I – Second Reading
  - Ms. VanEmburch stated that the Town's Ethics Ordinance does allow for Mr. Morgan to participate in negotiations related to the sale of Parcel I to Queen Anne's County. She stated that Mr. Morgan did not participate and Mr. McCluskey and Mr. Shonts did participate. She stated that nothing precludes Mr. Morgan from voting on this Ordinance.
  - Mr. McCluskey read Ordinance 07-2020 for the purpose of authorizing the conveyance by way of special warranty deed of a parcel identified on Queen Anne's County Tax Map 044C, Grid 0016, Parcel 0501 I, consisting of 6.413 acres, and located in the Third Election District and all matters related thereto.
  - Mr. McCluskey made a motion to approve Ordinance 07-2020. Mr. Morgan seconded the motion, which passed unanimously.
- b. Ordinance 08-2020 – Elections Provisions – Second Reading
  - Ms. VanEmburch stated that when Mr. Shonts resigned, this Ordinance provides for how this fourth seat will be filled.
  - Mr. McCluskey read Ordinance 08-2020 for the purpose of providing for election terms not otherwise provided for in the Charter for the Town of Centreville and all matters related thereto.
  - Mr. McCluskey made a motion to approve Ordinance 08-2020. Mr. Morgan seconded the motion, which passed unanimously.

New Business

- a. Drug & Alcohol Policy
  - Ms. Ebaugh presented the following memo:

On January 4, 1996, the Town adopted Resolution Number 209, which provided that the Town will follow the Queen Anne's County policy for pre-employment, random drug testing, post-accident testing of CDL (DOT), non-DOT, and safety sensitive employees and alcohol testing where there is "reasonable suspicion" to support it.

During the November 26, 2019 Town Council Meeting, it was recommended the Town create a Drug and Alcohol policy to meet the Town needs instead of following Queen Anne's County testing policy regarding this topic.

Included with this memo are the following Town policies for Council's review and recommendation:

1. Drug and Alcohol Policy for DOT employees
2. Drug and Alcohol Policy for Non-DOT employees

- Mr. Morgan asked that the record be kept open for any public comments and the Council will vote at the August 13<sup>th</sup> meeting.
- A resolution will be developed with the policy.

b. Main Street Encumbrance

- Ms. D’Agostino presented the following memo:

As you may recall back in March, the Town Council approved setting aside \$1,995 from the remaining funds not used from the Barksgiving budget to benefit our businesses during the COVID-19 pandemic. We anticipated that more Barksgiving|Centreville Bucks would need to be reimbursed, however, the balance is currently \$2,514.45.

I respectfully request encumbering the originally approved \$1,995 in FY20 plus an additional \$520 representing the balance for use in FY21 to provide 10% discounts to Centreville businesses who advertise in the next two issues of the Centreville Circular (September and November). I hope to raise additional funds through corporate sponsorships for March and June 2021.

Advertising is crucial especially during a volatile economy. Many of our businesses have just reopened after being closed for nearly two months. The others that remained open as essential businesses have also suffered losses. I strongly believe that an effort to offset their advertising costs will be greatly appreciated and is truly needed to support them during recovery.

Thank you for your kind consideration.

- Mr. McCluskey made a motion to approve the encumbrance of \$2,514.45 from the FY20 Main Street budget to the FY21 Main Street budget. Mr. Morgan seconded the motion, which passed unanimously.
- Ms. D’Agostino discussed the Centreville Day event scheduled for October. She stated that four weeks before the event, she and her committee will check the matrix through CDC and the QAC Health Department on the feasibility of holding the event. She stated that if the event is held, would the Council be amenable to shutting down Broadway to allow for more space to social distance. She also reported that one hour would be taken off of the event.

c. Drink Maryland: Centreville Event

- Ms. D’Agostino presented the following memo:

After consultation with county health, emergency services and law enforcement officials as well as our event co-partner and in-house with Carolyn Brinkley and Steve Walls, I recommend that we not host our Maryland Makers event this year, but instead put DrinkMaryland: Centreville on our calendar for Saturday, June 19, 2021.

The decision not to move ahead with plans to host this popular signature event was not an easy one. After reviewing the best practice safety and health recommendations by the Queen Anne’s County Health Department, the Queen Anne’s County Department of Emergency Services, the Queen Anne’s County Office of the Sheriff, and the Centreville Police Department it became clear that in order for us to execute social distancing and public health protocols we would need to change the event footprint and format in ways that compromise the integrity of the event.

Not only would we need to work harder to host an event that would welcome potentially fewer people with less of the features that are the hallmarks of this event, we would do so with limited resources – both people and money. More importantly, from a public health standpoint many of the recommendations needed to keep our guests, vendors, participants and staff safe, namely the wearing of face coverings and preventing people from congregating would be largely out of our hands and difficult to manage.

The bottom line is while we could produce a great plan on paper we don’t have the ability to enforce safety once our guests get here, making it a public health concern not only for our community, but also for all the communities that our guests and participants would travel home to which for this event means communities from both sides of the Bay Bridge and seven other states in addition to Maryland and Washington, DC.

On behalf of Centreville Main Street volunteers and our event co-partner look forward to hosting DrinkMaryland: Centreville – A Maryland Makers Festival in 2021. We hope you’ll join us.

- Mr. McCluskey made a motion to approve the 2021 Drink Maryland: Centreville event for Saturday, June 19, 2021. Mr. Morgan seconded the motion, which passed unanimously.
- Ms. D’Agostino asked the Council if they would be willing to be a little lenient on temporary signs due to COVID-19? She stated mostly temporary signs that announce they are open, or direct customers to a spot for pick-up, etc. Both Council Members were in agreement.

- Mr. McCluskey stated that Movie Night and the Kid's Fishing Derby is currently scheduled for August 29<sup>th</sup>. He stated that the fishing derby is cancelled however, movie night is still on. If it does rain, movie night will not be moved indoors and will be cancelled.
- The Town Council asked that Centreville Day be added to the September 3<sup>rd</sup> Town Council meeting agenda.

d. Centreville Police Department Generator Encumbrance

- Mr. Matthews presented the following memo:

There was a total of \$47,500 budgeted for the new generator and installation at the Centreville Police Station in FY2020. To date, \$27,444.20 has been spent leaving a total of \$20,055.80 on June 30<sup>th</sup>.

The generator was ordered on March 20, 2020 however, due to COVID-19 there was an extended time of 13+ weeks for delivery compared to the normal 3-week delivery time. The Automatic Transfer Switch (ATS) was delivered on June 3<sup>rd</sup> and the generator will be delivered Wednesday July 15, 2020 and set in place.

Once the generator is in place, we can award the bid for the electrical hook up and service upgrade.

Staff requests that the remaining \$20,055.80 be encumbered to FY2021 to complete this project.

- Mr. McCluskey made a motion to approve the remaining \$20,055.80 in FY20 for the Centreville Police Department generator to be encumbered in FY21. Mr. Morgan seconded the motion, which passed unanimously.

Correspondence

- Mr. McCluskey stated that the Town received a letter from the Maryland Department of the Environment regarding the publication of the renewal application for the Town's State Discharge Permit.

Reports of Department Heads

a. Town Manager

- Mr. Walls reported the following:
  - The State Highway Administration paving project is complete.
  - David A. Bramble, Inc. will be completing the final paving in North Brook Phase III.

b. Human Resources Manager

- Ms. Ebaugh reported the following:
  - Interviewing for the Water/Wastewater Operator position
  - Reviewing applications for the Utility Worker position
  - Reviewing applications for the Chief of Police position

c. Town Clerk

- Ms. Brinkley reported the following:
  - Continue to work with businesses on the façade improvement program. Currently 18 businesses have taken advantage of the program with \$185,000 in funding.
  - Currently have five (5) candidates that filed for the October election.

d. Chief of Police

- Lt. Meil presented the June 2020 status report for the Council, staff, and public. He stated that they are working on two cases: armed robbery at Everest Mart and a domestic.

Citizens Forum

- No citizens written comments submitted.

Council Roundtable

- Mr. Morgan stated that August 3<sup>rd</sup> is the last day to file for candidacy for Town Council.

Motion to Adjourn

There being no further business, Mr. McCluskey made a motion to adjourn the July 16, 2020 meeting. Mr. Morgan seconded the motion, which passed unanimously. The meeting adjourned at 8:28 p.m.

Respectfully submitted,

*Carolyn M. Brinkley*

Carolyn M. Brinkley  
Town Clerk

Council Action Items:

1. Approved the June 11, 2020 minutes, as presented.
2. Approved Ordinance 07-2020 for the purpose of authorizing the conveyance by way of special warranty deed of a parcel identified on Queen Anne's County Tax Map 044C, Grid 0016, Parcel 0501 I, consisting of 6.413 acres, and located in the Third Election District and all matters related thereto.
3. Approved Ordinance 08-2020 for the purpose of providing for election terms not otherwise provided for in the Charter for the Town of Centreville and all matters related thereto.
4. Approved the encumbrance of \$2,514.45 from the FY20 Main Street budget to the FY21 Main Street budget.
5. Approved the 2021 Drink Maryland: Centreville event for Saturday, June 19, 2021.
6. Approve the remaining \$20,055.80 in FY20 for the Centreville Police Department generator to be encumbered in FY21.