

TOWN COUNCIL WORKSHOP MEETING  
FEBRUARY 1, 2023

President Newnam called the workshop to order at 5:30 pm.

The Council discussed their American Rescue Funds and the different options that they have. After discussion the Council came to a consensus to use their ARPA funds for sludge removal at the wastewater treatment plant. An RFP for this work has been sent out and is due back on February 28<sup>th</sup>. After the bids have been received the Council will have a more definite cost for this project and will be able to see if any ARPA funds remain for additional projects.

With no other business to discuss, the workshop was closed at 5:48 pm.

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FEBRUARY 1, 2023

**Council of Trappe Meeting:** President Newnam called the meeting to order at 6:00 pm. Council members Brian Schmidt, Tonya Pritchett and Walter Chase were present. Other attendees for the Town: Town Administrator Erin Braband and Town Attorney Lyndsey Ryan.

**Agenda:** Commissioner Schmidt made a motion to approve the agenda as presented. Commissioner Pritchett seconded the motion and it was unanimously approved.

**Minutes:** Commissioner Schmidt made a motion to approve the January 4, 2023 workshop minutes and the January 4, 2023 Council minutes as presented. Commissioner Chase seconded the motion and it was unanimously approved.

**Announcement and Certification of Election:** President Newnam stated that a Special Election was held on January 17, 2023 and write-in candidate Michael Sullivan received 6 votes.

**Introduction and Swearing in of Commissioner:** Kathi Duvall, Talbot County Circuit Court Clerk, swore Michael Sullivan into office. Commissioner Sullivan took his seat.

**Clerk's Report:** Administrator Braband stated that the Clerk's report, General Fund and Enterprise Fund budgets are in the Council's binders and filed with the records. Administrator Braband stated that 3 grant applications were submitted to MDE on January 31<sup>st</sup>. The applications were for the ENR wastewater treatment plant upgrade, Phase 2 of the pumping station project and for Sludge disposal to include mechanical dewatering.

**Public Works Report:** President Newnam stated that the public works report is in the Council's binders and is filed with the records. Administrator Braband stated that two quotes have been obtained for the replacement of the composite sampler at the wastewater treatment plant. The first quote is from USA Bluebook for \$10,273 and the second is from Hartco Environmental for \$9,533.90. Superintendent Callahan requested that the Council approve the USA Bluebook quote as this is the company that the Town usually uses and the sampler is closest to what the Town has now. The new sampler will still be

used when the treatment plant is upgraded but is not eligible for grant funding. Commissioner Schmidt made a motion to approve the quote from USA Bluebook in the amount of \$10,273. Commissioner Pritchett seconded the motion and it was unanimously approved.

**Planning & Zoning:** Commissioner Schmidt stated that the Planning Commission discussed a proposal for a mini-storage complex on Rt. 50 but it is not a permitted use under the current Zoning Ordinance. The Planning Commission is in the process of updating and revising the Zoning Ordinance and once completed this would be a permitted use. The property owner decided to wait until the Zoning Ordinance revision was completed and would then resubmit their proposal. Commissioner Schmidt stated that preliminary site approval was given for the proposed Dairy Queen on Rt. 50.

**Communications:**

Letter of Support for new Regional Medical Center – A request was received for a letter of support for the new Regional Medical Center and a proposed letter was submitted to the Council for their review and approval. After discussion the Council requested to remove the sentence – The University of Maryland Medical System and University of Maryland Shore Regional Health have excellent reputations for quality care and they are uniquely dedicated to this rural region. Commissioner Chase made a motion to approve the Letter of Support with the above sentence removed. Commissioner Sullivan seconded the motion and it was unanimously approved.

Water/Sewer disconnect notification policy – President Newnam stated that at the last Council meeting the Council changed the disconnect notification policy to do door hangings for all disconnect notices and no longer mail them to owner occupied houses. There was a lot of backlash from this change even though the Council was trying to help residents receive their notices in a timely fashion due to the post office issues. Billing Administrator Cheyenne Foster submitted a letter requesting the Council to consider reverting back to the original disconnection policy but allowing a homeowner to request a door hanging instead of a mailing if they wish to receive their notice that way. After Council discussion, Commissioner Schmidt made a motion to reinstate the original disconnection policy with the suggested amendment that a homeowner can ask for a door hanging instead of a mailed notice. Commissioner Pritchett seconded the motion and it was unanimously approved.

Commissioner Schmidt stated that the Town of Easton has a policy that the landlord can request that the water bill be sent to the tenant instead of the landlord. Administrator Braband stated that the reason that the bill goes to the landlord instead of the tenant is because the landlord is legally responsible for the bill and tenants can change without notice to the Town. This is something that can be considered if this becomes an issue but at this time there is no issue with the Town's current policy.

Commissioner Pritchett requested that Attorney Ryan draft a notice to be posted in the front office notifying the public that if any threats are made to the Town staff that law enforcement will be contacted.

**Attorney Updates:** Attorney Ryan stated that the RFP for the sludge removal from the lagoons has been issued and are due on February 28<sup>th</sup>. The bids will be reviewed at the March 1<sup>st</sup> Council meeting. Attorney Ryan stated that the Town's joint meeting with the County Council went well and the County Council have made statements at their regular meetings that they will not be introducing any Reset Lakeside legislation.

**Executive Session:** President Newnam stated that an executive session was held on January 4, 2023 to obtain legal advice.

### **ORDER OF BUSINESS BEFORE THE COUNCIL**

**American Rescue Funds (ARPA):** President Newnam stated that the Council held a workshop prior to the meeting tonight and discussed what the Council would like to do with the ARPA funds. The Council came to the consensus that the ARPA funds will be used for the treatment plant's sludge removal along with the funds from the economic development grant. Attorney Ryan stated that the Council can wait for the RFP's to come back and then determine, based on the unit prices, if an additional RFP is needed for the ARPA fund disbursement or if an extended contract can be awarded.

**Talbot County Local Emergency Planning Committee Appointment:** President Newnam stated that the Town received a letter from the County Council asking for the Town to appoint a representative for this committee. Commissioner Sullivan stated that he would be interested in sitting on that committee to represent the Town. Commissioner Pritchett made a motion to recommend Commissioner Sullivan to the County Council for this appointment. Commissioner Chase seconded the motion and it was unanimously approved.

**Town of Trappe Charter Amendments:** Attorney Ryan stated that based on comments from the Council, recent events surrounding the Town's elections and the expense of an election, a proposed Resolution was created to make two Charter amendments. The first amendment would allow the Town Administrator/Clerk to cancel an election if it is uncontested. The second amendment would allow the Council to fill a Council vacancy by electing a qualified person to fulfill that term. After discussion the Council requested that the second amendment giving the Council the authority to appoint someone to fulfill a vacancy be removed from the Resolution as they do not wish to make that change to the Charter. The Council agreed that they would like to make the Charter amendment to cancel an uncontested election. After further discussion, Commissioner Pritchett made a motion to introduce Resolution 1-2023 removing the proposed amendment change to allow the Council to appoint someone to fulfill a vacancy. Commissioner Sullivan seconded the motion.

VOTE:

Sullivan – Y      Newnam – Y      Schmidt – Y      Pritchett – Y      Chase – Y

Motion approved.

A public hearing will be held on March 1, 2023 at 5:55 pm.

### **Public Questions/Comments:**

Ken Calcagnini, Main Street – Mr. Calcagnini requested that the Council consider using some of the Town's ARPA funds to pave Main Street. After discussion, the Council stated that they would take his request under consideration.

Mrs. Chester, Rumsey Drive – Mrs. Chester stated that the ditch in front of her house is clogged and the water is backing up into her property. The Council requested that the Town’s public works department take a look and see what can be done.

**Executive Session:** President Newnam stated that an executive session is requested for a personnel matter. Commissioner Chase made a motion to enter into executive session at 7:02 pm. Commissioner Schmidt seconded the motion and it was unanimously approved. There being no further business to discuss, Commissioner Schmidt made a motion at 7:28 pm to adjourn the meeting. Commissioner Pritchett seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator/Clerk