

Trappe Town Council
December 3, 2025

President Newnam called the meeting to order at 6:00 pm. Council members Michael Sullivan, Rose Potter and Walter Chase were present. Other attendees for the Town: Town Administrator Erin Braband, Superintendent Shawn Lane and Town Attorney Lyndsey Ryan.

Agenda: Commissioner Potter made a motion to approve the agenda as presented. Commissioner Sullivan seconded the motion and it was unanimously approved.

Minutes: Commissioner Sullivan made a motion to approve the November 5, 2025 Workshop and Council minutes and the November 20, 2025 Workshop minutes. Commissioner Chase seconded the motion and it was unanimously approved.

Clerk's Report: Administrator Braband read the Clerk's report that is filed with the records along with the General Fund budget and the Enterprise Fund Budget. Roy Geiser from UHY, LLP presented the Fiscal Year 24/25 Financial Audit. Mr. Geiser stated that the Town is in a much better financial position than it was about 10 years and encouraged the Council to continue their progress due to the infrastructure projects that will be taking place in Town in the very near future. Mr. Geiser stated that this year was again a clean audit and thanked staff for being prepared.

Public Works: Superintendent Lane read the monthly report that is filed with the records.

Public Safety: 1st Sgt. Aita read the monthly report that is filed with the records.

Planning & Zoning: Administrator Braband stated that the Planning Commission met on November 18, 2025 and approved a new house plan for Lakeside.

Communications: None

Attorney Updates: None

Executive Session: President Newnam stated that an executive session was held on November 5, 2025 to discuss a personnel matter.

ORDER OF BUSINESS BEFORE THE COUNCIL

Resolution 4-2025 – A Resolution of the Town of Trappe authorizing the renewal of a Line of Credit Promissory Note with Shore United Bank, N.A., in the principal amount of \$100,000.00 of which funds were drawn and borrowed for various Town expenses pursuant to prior legislative acts of the Council of Trappe was read by President Newnam. Attorney

Ryan reviewed the history of the Line of Credit and stated that it is to be renewed annually. This Line of Credit has a zero balance. Commissioner Potter made a motion to adopt Resolution 4-2025. Commissioner Chase seconded the motion.

VOTE:

Sullivan – Y Newnam – Y Potter – Y Chase – Y
Motion approved

Ordinance 7-2025 – An Ordinance of the Town of Trappe authorizing a Line of Credit Promissory Note with Shore United Bank, N.A., in the principal amount of \$645,000.00, the proceeds of which may be used to provide interim financing to cover expenses and indebtedness that may arise from the design and construction of an upgraded Town of Trappe wastewater treatment plant for enhanced nutrient removal, said loan to be repaid by grant funds received by the Maryland Department of the Environment, and that the Town will pledge its full faith and credit toward the repayment of the loan was read by President Newnam. Attorney Ryan stated that this Line of Credit will be used to pay for the design of the ENR upgrade with an interest rate of 5.25% and a maturity date of 12/31/26. Commissioner Potter made a motion to introduce Ordinance 7-2025. Commissioner Chase seconded the motion.

VOTE:

Sullivan – Y Newnam – Y Potter – Y Chase – Y
Motion approved

A public hearing will be held on January 7th at 6:00 pm.

Lakeside Development – Proposal for Irrigation Meter Trade – James Cook presented a proposal to the Council to disconnect 2 irrigation meters (complete with Town locks being installed) from the Town’s service and trade the EDUs used by those meters for 11 EDUs for building permits. The proposal includes Lakeside paying any revenue deficit between what the irrigation meters were paying to the Town and the revenue from the 11 EDUs. This will continue until the activation of the new residential connections has broken even with the irrigation meter revenue. After discussion, Commissioner Newnam made a motion to approve the proposed irrigation meter trade as stated. Commissioner Sullivan seconded the motion.

VOTE:

Sullivan – Y Newnam – Y Potter – Y Chase – Y
Motion approved

Lakeside Development – Well 4R update and additional capacity consideration – James Cook presented an update on Well 4R and stated that the well is producing better than expected and based on the production numbers provides the Town will approximately 96 additional EDUs. This information has been confirmed by Katherine McAllister at GMB and she has submitted her recommendation letter on this matter. James updated the Council on the chemical storage building and stated that it will be done sometime in January or February due to the 8-12 week lead time for the building. Katherine agreed with this timeline and requested a letter from Rauch stating that the chemical storage building will be done by March 1st. James stated that Rauch is requesting that the Town give conditional approval to add the additional 96 EDUs to the Town's available water system capacity. After discussion, Commissioner Sullivan made a motion to grant conditional approval to recognize and add the additional 96 EDUs associated with Well 4R to the Town's total available water system capacity, such approval becoming effective upon the issuance of the Certificate of Potability for Well 4R and written confirmation from GMB that Well 4R is operational and fully integrated into the Water Treatment Plant. President Newnam seconded the motion.

VOTE:

Sullivan – Y Newnam – Y Potter – Y Chase – Y

Motion approved

James informed the Council that Lakeside has contacted Delmarva Power regarding the street lights on Lake Tahoe that were discussed at the last meeting and they have started the process to have them installed. They are awaiting Delmarva Power's approval and expect that that lights will be installed by Spring of 2026.

Commissioner Potter inquired about the status of the Lakeside Water Tower and James stated that plans have been submitted to MDE and they are awaiting approval. Once approval is received the project will go out to bid. The projected timeline for completion is 18 months after receiving MDE approval.

Pumping Station Project Amendment for CA and Inspection Services – Jason Lytle from GMB presented a revised Amendment #2 to the Owner-Engineer Agreement and requested Council approval. After discussion, Commissioner Sullivan made a motion to approve Amendment #2. Commissioner Potter seconded the motion.

VOTE:

Sullivan – Y Newnam – Y Potter – Y Chase – Y

Motion approved

Pumping Station Project – Change Order #1 and #2 Requests – Jason Lytle and Andrew Wright from GMB presented 2 change orders that have been received from the contractor for the pumping station project. After discussion, President Newnam made a motion to approve both change orders as per GMB’s recommendation. Commissioner Chase seconded the motion.

VOTE:

Sullivan – Y Newnam – Y Potter – Y Chase – Y

Motion approved

Home Run Baker Park Joint-Use Agreement – Attorney Ryan reviewed the updated draft of the joint-use agreement for Home Run Baker Park between the Town and Talbot County. The County has removed the portion that stated that the Town would handle all maintenance and operation. The agreement does state that the Town and County must ensure that the park is open for public use at all reasonable hours and allow entry for use by all persons without discrimination. Attorney Ryan stated that the Town does need to create a plan for how the funds will be handled by the Town and the requirements that will need to be met. An agreement made need to be entered into between the Town and Home Run Baker Park to accomplish this. Attorney Ryan stated that the joint-use agreement still needs to be approved and signed by the County Council and hopes to have it on their next agenda as this agreement is a requirement to receive the funds. After discussion, Commissioner Chase made a motion to approve the Joint-Use Agreement. President Newnam seconded the motion.

VOTE:

Sullivan – Y Newnam – Y Potter – Y Chase – Y

Motion approved

Public Questions/Comments – None

Executive Session – President Newnam stated that no executive session is requested.

With no further business to discuss, Commissioner Potter made a motion to adjourn the meeting at 7:02 pm. Commissioner Chase seconded the motion and it was unanimously approved.

Respectfully submitted,
Erin Braband, Town Administrator