

Trappe Town Council
September 4, 2024

Workshop – 5:00 pm

President Schmidt called the workshop to order at 5:00 pm. Council members Jeremy Newnam, and Walter Chase were present. Other attendees for the Town: Town Administrator Erin Braband and Town Attorney Lyndsey Ryan.

During the workshop the Council continued their conversation on the best use of the Town's remaining ARPA funds and reviewed pricing that staff has compiled for items there were discussed at previous workshops and possible new items.

With no further business to discuss in the workshop, Commissioner Newnam made a motion to close the workshop at 5:59 pm. Commissioner Chase seconded the motion and it was unanimously approved.

Town Council Meeting – 6:00 pm

President Schmidt called the meeting to order at 6:00 pm. Council members Jeremy Newnam and Walter Chase were present. Other attendees for the Town: Town Administrator Erin Braband and Town Attorney Lyndsey Ryan.

Agenda: The agenda was approved as presented.

Minutes: Commissioner Chase made a motion to approve the June 17, 2024 Council of Trappe Special Meeting minutes, the July 17, 2024 Council Workshop and Special Meeting minutes, the August 7, 2024 Council of Trappe Meeting and the August 19, 2024 Council of Trappe Special Meeting minutes as presented. Commissioner Newnam seconded the motion and it was unanimously approved.

Clerk's Report: Administrator Braband stated that the General Fund and the Enterprise Fund budgets are in the Council's binders and filed with the records. Administrator Braband read the Clerk's report.

Public Works: Superintendent Callahan is on vacation so no report was available for the meeting but it will be sent to the Council once he returns.

Public Safety: Sgt. Aita presented the police report and stated that the Sheriff's Office has applied for a grant that would provide for additional patrol hours for the Town of Trappe exclusively. Administrator Braband stated that the Town has submitted a letter of support for this grant and she was able to obtain a letter of support from Mr. Mitchell on behalf of his business' in Town as well.

Planning & Zoning: President Schmidt stated that the Planning Commission reviewed and approved minor revisions requested by the health department to the wastewater treatment plant plat and continued their work on the Zoning Ordinance update.

Communications: President Schmidt stated that he attended the County Council meeting and all 5 members gave a favorable recommendation to the Town's grant application for the addition of a softball field to Home Run Baker park. The grant application was submitted on August 20th.

Attorney Updates: Attorney Ryan stated that she received a request from Zach Smith on behalf of Brian Hause asking for a letter of support from the Town to accompany his application to Talbot County for a Water and Sewer Comp Plan amendment requesting that his property on Backtown Road be changed to S1/W1. Mr. Smith stated that at this time Mr. Hause does not have any concrete plans for the property but is still considering proceeding with the 11 industrial lot subdivision that he had previously presented to the Planning Commission. After discussion, Commissioner Chase made a motion to approve the request pending recommendation from the Town's Planning Commission. Commissioner Newnam seconded the motion and it was unanimously approved. Attorney Ryan suggested that the Council consider increasing their procurement amount to above \$10,000 as the cost of goods and services has drastically increased and the low amount requires the Town to do an RFP for almost anything that is being done. The Council agreed to consider this and asked Attorney Ryan to bring back a proposed Ordinance to their October meeting.

Executive Session: President Schmidt stated that an executive session was held on August 7, 2024 to discuss a personnel matter.

ORDER OF BUSINESS BEFORE THE COUNCIL

Nace's Day, November 2, 2024 – Yvonne Freeman, Chairman of the Nace's Day celebration stated that the 157th annual celebration will be held on November 2nd and requested that the Town approve closing Main Street from Slaughter Lane to Howell Point Road from 1 pm to 4 pm to ensure safety of all attendees. A parade will be held at 1 pm and then additional activities including live music will continue until 4 pm. Ms. Freeman also requested use of Nace's Park, Veteran's Park and the open lot behind Veterans' Park for the day. Sgt. Aita stated that he will discuss this with the Sheriff's Office and they can help with closing the streets. Commissioner Newnam stated that the fire department has barricades that can be used as well and he will talk with them about using them. After additional discussion, Council approved closing Main Street from Slaughter Lane to Howell Point Road on November 2nd from 1 pm to 4 pm.

GMB Proposal for Engineering Services for Trappe Wastewater Treatment Plant ENR upgrade – Attorney Ryan stated that GMB has presented an agreement for the engineering design and bid services for the Town's ENR upgrade. This amendment would allow GMB to proceed with designing the upgrade and putting the services out to bid, meeting with contractors, answering questions, reviewing proposals and making a recommendation to the Council on how to proceed.

After discussion, Commissioner Newnam made a motion to put this phase out to bid and request a more strict schedule so the project can continue on the current timeline. Commissioner Chase seconded the motion and it was unanimously approved.

Snow Removal Contract – Administrator Braband stated that the Town is currently under contract for snow removal services with PE Moore but that contract expires December 31st. The Council can decide to handle snow removal services in house, ask PE Moore if they are interested in submitting a quote to continue their contract or put the service out to bid. After discussion the Council asked Administrator Braband to reach out to PE Moore to see if they would be interested in providing a quote to continue their contract and asked to have the quote back for review at the October Council meeting.

ARPA Funds - President Schmidt stated that the Council held a workshop this evening at 5 pm and discussed several projects to be funded by ARPA funds.

Commissioner Newnam made a motion to use ARPA funds to approve the purchase of new computers, new monitors and 2 firewalls as per BDK's proposal, outfit the Town trucks with the requested equipment minus tinting the windows until Attorney Ryan looks into the regulations affecting tint, purchase 3 new 2 inch water meters as per L/B Water's proposal and to accept Comfort Plus' proposal to replace the air condition/heating unit at the treatment plant. Commissioner Chase seconded the motion and it was unanimously approved.

Commissioner Chase made a motion to use ARPA funds to approve Safehouse's proposal to install and upgrade the Town's camera system due to the emergency security situation prompted by a local Town's issue with an outsider tampering with the chlorine levels in the Town's water. The proposal is for \$10,495.94 for all locations. Commissioner Newnam seconded the motion and it was unanimously approved.

Commissioner Chase made a motion to find the purchase of a new generator for the water tower an emergency purchase due to the current generator being inoperable without constant monitoring and requiring an employee to remain there but requested additional proposals to be obtained and available for review at the Special Council meeting to be held on September 11th at 2:00 pm. Commissioner Newnam seconded the motion and it was unanimously approved.

Commissioner Newnam made a motion to have an RFP done to obtain quotes to replace and rebuild the bar/filter screen at the treatment plant. This project is included in the ENR upgrade but can be removed and completed now with no effect on grant funds. Commissioner Chase seconded the motion and it was unanimously approved.

President Schmidt stated that the Town has a quote to purchase rubber playground mulch for Lakeview park that is under \$10,000 but they would like additional information on the best base to be used under the mulch.

President Schmidt requested that Administrator Braband obtain pricing to purchase a street sweeper and bring that to the next meeting.

Commissioner Chase requested that the Town look into installing a sidewalk along Rt. 565 from Home Run Baker park to the school again. President Schmidt stated that he will pick that project back up and look into it again.

Public Questions/Comments – None

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

With no further business to discuss, Commissioner Chase made a motion to adjourn the meeting at 7:05 pm. Commissioner Newnam seconded the motion and it was unanimously approved.

Respectfully submitted
Erin Braband, Town Administrator