

Trappe Town Council
April 1, 2026

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 Asst. Town Attorney Jennifer Dindinger.

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

Minutes: Commissioner Potter made a motion to approve the March 4, 2026 Council minutes and March 18, 2026 Council Workshop minutes as presented. 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 and the Enterprise Fund Budget.

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

President Newnam asked about the pumping station project and the conditions that the stations have been left in by the contractor. Superintendent Lane stated that a walk thru inspection was done by GMB and a list of corrections will be sent to the contractor. Administrator Braband stated that final payment will not be issued until the Town is satisfied with all the stations. President Newnam mentioned that the Council would like to see some landscaping done around the stations to block them from the neighborhood. Superintendent Lane stated that trucks need to be able to access the stations so no trees or bushes would be permitted to be there but could look into other possible options.

President Newnam stated that Apex Landscaping has not started the stormwater project on Maple Avenue and it was supposed to be done by now. President Newnam stated that they are now scheduled to be on-site on April 7th but requested the Council to approve the back up bid from Good Life Landscaping in the amount of \$3,475.00 if Apex does not do the job on April 7th as scheduled (weather permitting). President Newnam made the motion to award the job to Good Life Landscaping if Apex has not completed the job on April 7th. Commissioner Chase seconded the motion.

VOTE:

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

Motion approved

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President Newnam asked Superintendent Lane for clarification on the number of potholes that are included in the quotes received from the paving companies. President Newnam stated that the quotes have 13 listed but the list that Superintendent Lane provided has 16 listed. Superintendent Lane stated that additional potholes have appeared after receiving the quotes but he will ask the contractor to include them or he will take care of them with a bag of cold patch.

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

Planning & Zoning: Administrator Braband stated that the Planning Commission reviewed the preliminary plat for the girls softball field at Home Run Baker Park and found it consistent with the Comprehensive Plan. The Planning Commission also reviewed a plat showing the relocation of the pole barn at the fire department and gave it provisional approval.

Communications: President Newnam announced that a Special Election will be held on May 13, 2026 to fill Brian Schmidt’s Council seat and the last day to file for candidacy is April 8th at 4:00 pm.

Attorney Updates: Attorney Dindinger stated that the Joint Use Agreement required for the softball field project at Home Run Baker Park had some formatting changes and President Newnam has resigned the revised agreement.

Executive Session: President Newnam stated that an executive session was held on March 4, 2026 to discuss a personnel matter.

ORDER OF BUSINESS BEFORE THE COUNCIL

Vice-President Vacancy – Commissioner Sullivan stated that he would be interested in being appointed Vice-President. After discussion, Commissioner Potter made a motion to appoint Michael Sullivan as Vice-President. Commissioner Chase seconded the motion.

VOTE:

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

Motion approved

Planning Commission Appointment – Commissioner Sullivan stated that he would be interested in being appointed to the Planning Commission. After discussion, Commissioner Sullivan made a motion to appoint himself to the Planning Commission. Commissioner Potter seconded the motion.

VOTE:

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

Motion approved

President Newnam requested that the Town compare appointments for the Council and Planning Commission as stated in the Town Charter to how other Towns handle their appointments. Administrator Braband stated that she will work with Attorney Ryan on this and report back.

Paving Service Quotes – President Newnam stated that 2 quotes were received for the asphalt patch needed on Maple Avenue and patching of the 13 potholes around Town. Additional companies were contacted but they did not respond. First quote is from East Coast Land Management for \$18,440.00 and the second quote is from J Cooper Asphalt Paving for \$22,150.00. After discussion, Commissioner Potter made a motion to accept the quote from East Coast Land Management in the amount of \$18,440.00. President Newnam seconded the motion.

VOTE:

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

Motion approved

Mr. Lee Travers – Mr. Travers stated that he has been raking the stones and millings back into hole on Maple Ave and can get a steel plate with millings from Brambles to be installed until the work can be completed if the Council would like. Superintendent Lane stated that he will call East Coast and get a timeline and let Mr. Travers know if the steel plate is needed.

Public Questions/Comments –

Dan Deakins – Mr. Deakins announced that he is a candidate for the May 13th Special Election and read a statement he prepared regarding his qualifications and what he would like to see for the Town.

Talia Pablon – Ms. Pablon stated that her water bill is almost \$800.00 for February’s usage and she doesn’t understand why. Ms. Pablon asked if a payment plan is available. A leak was fixed back in December but according to the hourly usage report for the meter, this property either still has a leak or something has been left on. President Newnam requested that Superintendent Lane check the meter tomorrow and that Ms. Pablon contact a licensed plumber if a leak is found and submit documentation of the repair to the Town for a possible credit.

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John Farwell – Mr. Farwell announced that he is also a candidate for the May 13th Special Election and gave an overview of his qualifications and involvement in the Town and other local entities.

Executive Session – President Newnam stated that an executive session is requested to discuss a personnel matter. Commissioner Potter made a motion to enter into executive session at 7:00 pm. Commissioner Sullivan seconded the motion and it was unanimously approved.

Commissioner Potter made a motion to reopen the regular meeting at 7:33 pm. Commissioner Chase seconded the motion and it was unanimously approved. With no further business to discuss, Commissioner Potter made a motion to adjourn the meeting at 7:33 pm. President Newnam seconded the motion and it was unanimously approved.

Respectfully submitted,
Erin Braband, Town Administrator