

Trappe Town Council
June 4, 2025

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

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

Minutes: Commissioner Newnam made a motion to approve the May 7, 2025 Council minutes and the May 7, 2025 Workshop minutes as presented. Commissioner Potter seconded the motion and it was unanimously approved.

Swearing in of Council: Kathy Duvall, Clerk of Talbot County Circuit Court swore in Walter Chase, Jeremy Newnam and Brian Schmidt to their new 4 year terms.

Appointments for Officers of the Council: Commissioner Newman and President Schmidt both expressed their desire to be Council President. Commissioner Newnam made a motion to nominate himself as Council President. Commissioner Chase seconded the motion.

VOTE:

Newnam – Y Sullivan – Y Schmidt – N Potter – Y Chase – Y
Motion approved by 4-1 vote.

Commissioner Chase stated that he was not seeking reappointment as Vice-President so President Newnam nominated Commissioner Schmidt as Vice-President. Commissioner Chase seconded the motion.

VOTE:

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

Commissioner Chase thanked Commissioner Schmidt for all his hard work during his Presidency and the other Commissioners also expressed their thanks.

Clerk's Report: Administrator Braband read the Clerk's Report which is filed in the records along with the General Fund budget and the Enterprise Fund budget.

Public Works: Superintendent Lane read the Public Works report which is filed in the records. President Newnam requested that the Council ensure that a completion date/timeline be written in

all bids and quotes to avoid a delay in having a project completed. Commissioner Potter asked if the Town had received an update from Lakeside regarding the water tower as they previously said an update would be available for this meeting. Administrator Braband stated that nothing has been received but she will reach out to them and request an update and relay the information to the Council.

Public Safety: Sgt. Aita presented the monthly police report and discussed with the Council the speeding issues in Town and the new traffic assignment schedules. Sgt. Aita stated that Sheriff Gamble suggested meeting with the Council to discuss public safety. The Council scheduled an executive session for this discussion on July 2nd at 5 pm. Sgt. Aita announced that the subject arrested for the Dec. 24, 2021 murder on Howell Point Road plead guilty and has been sentenced to life with all but 75 years suspended. The Council and staff thanked the Sheriff's Department for all their hard work on this case and for justice being served.

Planning & Zoning: Commissioner Schmidt stated that the Planning Commission gave final subdivision approval to Mr. Dolan for his 2 lot subdivision on Greenfield Avenue.

Communications:

President Newnam stated that he has received some complaints about the debris on the streets and requested that the Town increase the street sweeping to quarterly instead of the current bi-annual schedule. President Newnam made a motion to increase the street sweeping schedule to quarterly. Commissioner Sullivan seconded the motion.

VOTE:

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

Motion approved.

Commissioner Chase stated that the Mid-Shore Regional Council has a vacancy for an elected person to serve as Talbot County's municipal representative and he nominated Commissioner Potter for that position. President Newnam made a motion to endorse Commissioner Potter as Talbot County's municipal representative on the Mid-Shore Regional Council Board. Commissioner Schmidt seconded the motion and it was unanimously approved.

President Newnam stated that he wanted to recognize Derek Adams from GMB on his communication with the pumping station project, specifically notifying the residents of the progress and providing his contact information for any questions.

Attorney Updates: Attorney Ryan stated that the Town currently has a municipal infraction fee of \$100.00 for unlawful and unpermitted connections to the Town's water and sewer and suggested that the Council increase the fine to \$5,000.00 which is the maximum allowed by State Law. The Council was in agreeance and Attorney Ryan will draft an Ordinance for review and introduction at the July meeting.

Executive Session: Commissioner Schmidt stated that an executive session was held on May 7, 2025 to discuss a personnel matter.

ORDER OF BUSINESS BEFORE THE COUNCIL

Advancing Read in Color by Needle's Eye Academy: Jaelon Moaney presented a proposal to the Council to have a small free library built and installed at Nace's Park dedicated to Read in Color. The Town would be responsible for picking a location in the park and maintenance around the library but everything else would be handled by Needle's Eye Academy. After discussion Commissioner Potter made a motion to allow the addition of the little free library at Nace's Park. Commissioner Schmidt seconded the motion and it was unanimously approved. The unveiling of the library will be on Nace's Day on November 1, 2025.

Dollar General Letter of Credit Release Request: Administrator Braband stated that Dollar General was required to have a Letter of Credit for the sewer main relocation and demolition at the Dollar General location. The project was completed and the Council reduced the Letter of Credit to 10% and required that it be held for 1 year. The 1 year ends this month and Mr. Snyder is requesting that the town release the remaining 10%. President Newnam made a motion to release Dollar General's Letter of Credit in full. Commissioner Potter seconded the motion and it was unanimously approved.

Resolution 2-2025 – A Resolution of the Council of Trappe amending the Town Administrator/Clerk's job description was read by Commissioner Schmidt. Attorney Ryan stated that at the May Council meeting the Council voted to provide the Town Administrator with hiring authority with the exception of the Town Administrator position and the Water/Wastewater Superintendent position. The Council will retain authority to hire those positions and for any and all decisions regarding terminations of employment and salary/compensation decision. Commissioner Sullivan made a motion to adopt Resolution 2-2025. Commissioner Chase seconded the motion and it was unanimously approved.

Public Questions/Comments: None

Executive Session: No executive session was requested.

With no further business to discussion President Newnam made a motion to adjourn the meeting at 6:55 pm. Commissioner Potter seconded the motion and it was unanimously approved.

Respectfully submitted,
Erin Braband, Town Administrator