

Trappe Town Council
December 4, 2024

President Schmidt called the public hearing for Ordinance 4-2024, Ordinance 5-2024 and Ordinance 6-2024 to order at 5:45 pm. Council members Jeremy Newnam, Michael Sullivan, Rose Potter and Water Chase were present. Other attendees for the Town: Town Administrator Erin Braband and Town Attorney Lyndsey Ryan.

Ordinance 4-2024 – An Ordinance of the Council of Trappe to repeal and replace the Town Procurement Policy governing purchases by the Town was read by President Schmidt. No public comment was given.

Ordinance 5-2024 as written on the public hearing agenda of which copies are available on the table and on-line was announced by President Schmidt. No public comment was given.

Ordinance 6-2024 as written on the public hearing agenda of which copies are available on the table and on-line was announced by President Schmidt. No public comment was given.

With no public comment received, Commissioner Potter made a motion to close the public hearing at 5:48 pm. Commissioner Sullivan seconded the motion and it was unanimously approved.

President Schmidt called the regular meeting to order at 6:00 pm.

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

Minutes: Commissioner Potter made a motion to approve the November 6, 2024 Council minutes as presented. Commissioner Chase 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: President Schmidt stated that the public works report is in the Council's binders and filed with the records.

Public Safety: Sgt. Aita read his report and answered questions about the speed trailer in Town. Sgt. Aita announced the grant award that the Sheriff's department received which will provide additional funding to allow them to increase patrols in Town.

Planning & Zoning: President Schmidt stated that the Planning Commission discussed a request to allow billboards in Town and permit procedures for a new incoming builder at Lakeside.

Communications: Commissioner Sullivan stated that he had talked with Dana Newnam from Talbot County Library and they are interested in starting a library in the future for Trappe or at least a book mobile.

Attorney Updates: Attorney Ryan distributed a letter to the Council that she is proposing to send to the Talbot County Council in response to an email they received from Dan Watson regarding Trappe. The Council had no objection to sending the letter. Attorney Ryan stated that she looked into what other jurisdictions do for Industrial users and found that we are doing most of that already. GMB reviewed the proposed language from Shore River Keepers and the language wouldn't apply to Paris Foods anyway. The Council agreed that this has met their concerns and at this time there is no need to explore further.

Executive Session: President Schmidt stated that an executive session was held on November 6, 2024 to discuss a personnel matter.

ORDER OF BUSINESS BEFORE THE COUNCIL

Talbot County Accommodations Tax – Cassandra Vanhooser: Mrs. Vanhooser presented the Council with a copy of Talbot County's Code for accommodation tax. At this time the County is charging a 4% tax and they are considering increasing the tax to 6%. This tax is collected by the County but is sent to the Towns minus a 5% service fee. Mrs. Vanhooser requested a letter of support for the tax increase from the Town of Trappe. After discussion, Commissioner Chase made a motion to send a letter of support for the increase of the accommodations tax from 4% to 6%. Commissioner Potter seconded the motion.

VOTE: Newnam – abstain Sullivan – Y Schmidt – Y Potter – Y Chase – Y

Motion approved

ARPA Funds: Administrator Braband presented the Council with an updated financial report of the Town's remaining ARPA funds. Commissioner Chase made a motion to give every employee a one time Covid bonus of \$500. Commissioner Sullivan seconded the motion and it was unanimously approved. Commissioner Chase made a motion to award the Influent Screen bid to Bearing Construction for the rehab of the current screen at the cost of \$130,154. Commissioner Sullivan seconded the motion and it was unanimously approved. After discussion, the Council asked Attorney Ryan to do an addendum to the sewer liner RFP that is currently due Dec. 23rd and increase the amount to \$75,000. The Council requested that Administrator Braband contact Davis, Bowen and Friedel to obtain an amendment to their contract to include additional lead line inventory services with the remaining ARPA funds in the amount of \$40,000. A workshop is scheduled for December 23rd at 1:00 pm to finalize the remaining ARPA funds.

Ordinance 4-2024 – An Ordinance of the Council of Trappe to repeal and replace the Town Procurement Policy governing purchases by the Town was read by President Schmidt. A public hearing was held this evening and no comments were received. Commissioner Chase made a motion to adopt Ordinance 4-2024. Commissioner Sullivan seconded the motion and it was unanimously approved.

Ordinance 5-2024 – An Ordinance of the Town of Trappe, a municipal corporation of the State of Maryland, amending and supplementing Ordinance No. 3-2019; providing for the issuance and sale of up to (and including) One Million One Hundred Forty-One Thousand Dollars (\$1,141,000) par amount of bonds, to be issued and sold pursuant to the authority of Sections 19-301, et seq. of the Local Government Article of the Annotated Code of Maryland, as amended, and Section 612 of the Charter of the Town of Trappe, for the purpose of providing funds necessary to pay the costs of repairing, upgrading or replacing sanitary sewer pumping stations and other public improvement for the Town of Trappe, and paying capitalized interest on and the costs of issuing the bonds; providing that the bonds shall be issued upon the full faith and credit of the Town of Trappe; providing for the disbursement of the proceeds of the sale of the bonds and for the levy of annual taxes upon all assessable property within the corporate limits of the issuer subject to assessment for the payment of the principal of and interest on the bonds as they shall mature; providing for the form, tenor, denomination, maturity date, interest rate and other provisions of the bonds; providing for the sale of the bonds; and providing for the designation of specific projects to be financed with proceeds of the bonds and related purposes. A public hearing was held this evening and no public comment was received. Commissioner Newnam made a motion to adopt Ordinance 5-2024. Commissioner Chase seconded the motion and it was unanimously approved.

Ordinance 6-2024 – An Ordinance of the Town of Trappe, a municipal corporation of the State of Maryland, amending and supplementing Ordinance No. 4-2019; providing for the issuance and sale of no more than One Million One Hundred Forty-One Thousand Dollars (\$1,141,000) par amount of General Obligation Bond Anticipation Notes to be known as “The Town of Trappe General Obligation Bond Anticipation Notes”, to be issued and sold pursuant to the authority of Section 19-212 of the Local Government Article of the Annotated Code of Maryland, as amended, and Section 612 of the Charter of the Town of Trappe, for the purpose of providing funds necessary to pay the costs of repairing, upgrading or replacing sanitary sewer pumping stations, and other public improvements for the Town of Trappe, and paying capitalized interest on and the costs of issuing the notes, all in anticipation of the future issuance of the issuer’s General Obligation Bonds; providing that the notes shall be issued upon the full faith and credit of the Town of Trappe; providing for the disbursement of the proceeds of the sale of the notes and for the levy of annual taxes upon all assessable property within the corporate limits of the issuer subject to assessment for the payment of the principal of and interest on the notes as they shall mature; providing for the form, tenor, denomination, maturity date, interest rate and other provisions of the notes; providing for the sale of the notes; and providing for the designation of specific projects to be financed with proceeds of the notes and related purposes. A public hearing was held this evening and no public comment was received. Commissioner Newnam made a motion to adopt Ordinance 6-2024. Commissioner Potter seconded the motion and it was unanimously approved.

Resolution 6-2024 – A Resolution of the Town of Trappe authorizing a Note Modification Agreement with the Shore United Bank for a General Obligation Bond in the principal amount of \$1,376,000 and a General Obligation Grant in the amount of \$599,500, of which the sum of \$435,121.71 has been drawn and borrowed from the BAN note for expenses necessary to pay the cost of repairing, upgrading or replacing sanitary sewer pumping stations and other public improvements for the Town, capitalized interest on the Note and the payment of the costs of issuing the Note pursuant to prior Legislative acts of the Council of Trappe was read by President Schmidt. Attorney Ryan stated that

this is to extend the maturity date for 6 months for the interim financing for the pumping station project as the current loan matures tomorrow and while the USDA funding is approved, it is not in place before this maturity date. Commissioner Newnam made a motion to adopt Resolution 6-2024. Commissioner Chase seconded the motion and it was unanimously approved.

Resolution 7-2024 – 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 Schmidt. This line of credit does not currently have a balance. Commissioner Potter made a motion to adopt Resolution 7-2024. Commissioner Newnam seconded the motion and it was unanimously approved.

Public Questions/Comments: None

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

Commissioner Sullivan made a motion to reopen the regular meeting at 7:37 pm. Commissioner Potter seconded the motion and it was unanimously approved. With no further business to discuss, Commissioner Sullivan made a motion to adjourn the meeting at 7:37 pm. Commissioner Chase seconded the motion and it was unanimously approved.

Respectfully submitted,
Erin Braband, Town Administrator