

Trappe Town Council

June 3, 2026

President Newnam called the public hearing for Ordinance 1-2026 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.

President Newnam read Ordinance 1-2026 – An Ordinance of the Town of Trappe adopting a General Budget for the Fiscal Year beginning July 1, 2026 and ending June 30, 2027, and establishing a tax rate of \$.33 per \$100 of assessed real property value and a tax rate of \$.75 per \$100 on all commercial or business personal property and public utilities; and establishing an annual fee of \$189.80 per residential household for trash collection services, and also adopting an Enterprise Budget for the Town's Water and Sewer Operations.

John Farwell – Mr. Farwell requested a copy of the budget to be available for the public to view before the meeting. President Newnam stated that the budget is on the Town's website.

Mary Ann Windsor – Ms. Windsor asked about the increases in the tax rate and water/sewer rates. President Newnam stated that all the rates are the same as this fiscal year, there are no increases.

With no further comments received, Commissioner Sullivan made a motion to close the public hearing and open the regular meeting at 6:03 pm. Commissioner Chase seconded the motion and it was unanimously approved.

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

Minutes: Commissioner Potter made a motion to approve the May 6, 2026 Council Minutes as presented. Commissioner Chase seconded the motion and it was unanimously approved.

May 13, 2026 Special Election Results: President Newnam stated that a Special Election was held on May 13, 2026 and there were 151 votes cast. Daniel Deakins received 87 votes and John Farwell received 64 votes.

Introduction of Commissioner Elect: President Newnam introduced Daniel Deakins as the newly elected Town Commissioner.

Town Council Minutes – June 3, 2026

Page 1 of 5

Swearing in of Commissioner: Kathi Duvall, Clerk of Circuit Court for Talbot County swore Daniel Deakins into office and Commissioner Deakins took his seat at the Council table.

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. Superintendent Lane requested permission to purchase new LED bulbs and materials to restring the existing Christmas decorations and presented the Council with pricing to do so. Commissioner Sullivan stated that he would like the Town to get prices to put up banners on the poles instead of the Christmas decorations that the Town puts up every year. After discussion the Council asked staff to get pricing for the banners and bring back the information to the July Council meeting.

Superintendent Lane presented the Council with a quote from Micro-Tech Designs in the amount of \$10,274.00 to purchase and install an alarm dialer for the water tower. Micro-Tech Designs handles all the Town's other alarm dialers and this system would integrate into what we currently have. After discussion, President Newnam made a motion to approve the purchase of the alarm dialer from Micro-Tech Designs in the amount of \$10,274.00. Commissioner Sullivan seconded the motion.

Vote:

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

Motion approved.

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

Planning & Zoning: Administrator Braband stated that the Planning Commission did not meet in May and the next meeting will be held on June 23rd.

Communications: President Newnam stated that the Fire Department will hold their annual fair on July 30th, 31st and Aug. 1st with the parade being held on Aug. 1st at 6 pm. Commissioner Sullivan stated that the Rural Life Museum will hold their annual Family & Friends Day on June 6th from 10 am – 2 pm.

Attorney Updates: None

Executive Session: No executive session was held on May 6, 2026.

ORDER OF BUSINESS BEFORE THE COUNCIL

Ordinance 1-2026: An Ordinance of the Town of Trappe adopting a General Budget for the Fiscal Year beginning July 1, 2026 and ending June 30, 2027, and establishing a tax rate of \$.33 per \$100 of assessed real property value and a tax rate of \$.75 per \$100 on all commercial or business personal property and public utilities; and establishing an annual fee of \$189.80 per residential household for trash collection services, and also adopting an Enterprise Budget for the Town's Water and Sewer Operations was read by President Newnam. A public hearing was held this evening for this Ordinance. Commissioner Potter made a motion to adopt Ordinance 1-2026. Commissioner Chase seconded the motion.

Vote:

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

Motion approved.

Planning Commission Board Opening: President Newnam stated that the Town has received a letter of interest from two applicants for the opening, Mark Courtney and John Farwell. Both candidates gave a brief overview of themselves and their qualifications and why they wanted to serve on the Planning Commission. After discussion President Newnam made a motion to appoint Mark Courtney to the Planning Commission. Commissioner Deakins seconded the motion.

Vote:

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

Motion approved.

Pumping Station Rehab Project:

Engineer's Agreement Amendment #3 – Jason Lytle from GMB presented Amendment #3 for hourly services provided from 12/29/25 to 5/31/26 and incorporating a previously submitted and paid invoice for additional design services dated 6/15/19. The amendment requests an additional \$48,320.64 bringing the total of Engineering Services for this project to \$571,911.64. Mr. Lytle stated that this amount was included in the USDA loans that were closed out on February 19, 2026 and but USDA needs a signed amendment to reconcile the records. The Council questioned how the amount initially budgeted for engineering services was so drastically off from what has actually been spent. Mr. Lytle explained that this project has extended well past the substantial completion date and therefore additional expenses

Town Council Minutes – June 3, 2026

Page 3 of 5

have been incurred. Mr. Lytle informed the Council that they could look into pursuing liquidated damages against the contractor for the delay which would help recoup some of the additional funds.

Final Project Completion Punch List – Mr. Lytle stated that there are 3 main items remaining on the punch list and the contractor disagrees over who should fix them. The Council discussed the punch list and their dissatisfaction with the paving, fencing around Main Street station and the condition that all the properties were left in. The Council questioned why a GMB inspector was not on-site to oversee the entire project and to stop some of these issues before they were complete and to ensure that the job was completed in a satisfactory and timely manner. Mr. Lytle stated that an inspector was on-site most of the time and the contractor was told about the issues and still proceeded. After additional discussion, President Newnam made a motion to explore the Town's options with liquidated damages, to explore the detailed records of GMB's inspections and the notifications made to Schummer regarding the unsatisfactory work. Commissioner Chase seconded the motion.

Vote:

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

Motion approved.

Public Questions/Comments:

Mark Courtney – Mr. Courtney encouraged the Council to look into the deadlines and deliverables in the contract with Schummer and consider pursuing liquidated damages.

Robert Richardi – Mr. Richardi asked when the remaining streetlights on Lake Tahoe would be put up and when the road would be final paved. Council informed Mr. Richardi that is something Lakeside has control over but they would reach out to James Cook for an update.

John Farwell – Mr. Farwell stated that he witnessed a lot of wasted time by the pumping station contractor and that they did the asphalt work themselves. There are also grading issues that have been created because of this work. Mr. Farwell requested that the index be mailed out to residents again and that the minutes and financial statements be made available at each meeting.

Ginger Marshall – Ms. Marshall stated that there is an issue with electric bikes speeding in Lakeside and that the police do not patrol there anymore. Commissioner Deakins stated

that he will talk to the Sheriff's Department and will contact the HOA to inform them of the issues. Ms. Marshall also stated that there are coyotes in the area.

Earl Demsey – 1st State Inspection Agency – Mr. Demsey offered his services for Town inspections and stated that they can do same day inspections if the request is made by 9 am.

Greg Wilston – Mr. Wilston stated that he is a certified naturalist and volunteers his services to replant the vacant spots at Veteran's Park with native plants and can provide the plants at wholesale cost to the Town.

Executive session: Commissioner Sullivan made a motion at 7:54 pm to enter into executive session to discuss a personnel matter. Commissioner Potter seconded the motion and it was unanimously approved.

Commissioner Sullivan made a motion to reopen the regular meeting at 8:17 pm. President Newnam seconded the motion and it was unanimously approved. With no further business to discuss, President Newnam made a motion to adjourn the meeting at 8:19 pm. Commissioner Sullivan seconded the motion and it was unanimously approved.

Respectfully submitted,
Erin Braband, Town Administrator