

COUNCIL OF TRAPPE
TRAPPE TOWN HALL
JULY 11, 2018

Council of Trappe Meeting: Vice-President Diefenderfer called the regular meeting to order at 7:00 pm. Council members Nick Newnam, Tonya Pritchett and Walter Chase were present. Other attendees for the Town: Administrator Braband, Superintendent Callahan, Attorney Booth and Sgt. Gadow from the Talbot County Sheriff's Department. Public attendees: Bobby & Shirley Quidas, Charles and Mary Rae Adams, Don English and Edgar Harrison.

Amendments to the Agenda: Commission Pritchett requested to add her MML Summer Conference report to Communications. The amended agenda was approved.

Presentation of Minutes: No changes or corrections to the minutes, minutes approved as presented.

Clerk's Report: Administrator Braband presented the Clerk's report, the general fund and the enterprise fund budgets that are filed in the records. Administrator Braband stated that the Town's auditors, TGM Group, will be here the week of August 13th to do the Town's annual audit and the audit is scheduled to be presented to the Council tentatively at the November 7th meeting.

Administrator Braband stated that she was contacted by MDE and they asked that Trappe develop a water conservation plan. This plan will award the Town more points towards our infrastructure projects when we apply for grants. Administrator Braband stated that she is in the process of developing the plan with GMB and will present a draft to the Council when it is completed.

Administrator Braband stated that she spoke with Ray Clarke regarding the Howell Point Sewer Extension and he said that everything is moving along with the project and he is scheduled to meet with Superintendent Callahan on July 23rd to look at where the sewer will be tied into. Once this is decided Mr. Clarke will submit plans to MDE for approval and will provide the Town with a set of plans to use when meeting with the residents. Mr. Clarke stated that if all goes as planned construction could begin as early as the first part of August.

Administrator Braband stated that she wanted to thank the Council for sending her to the MD Municipal League summer conference in June. A summary of the classes that she attended was handed out to the Council. Administrator Braband stated that she attended the following classes: Medical Cannabis, Hot Button Legal Issues, Fundamentals of Effective Records Management, Combating Opioids, Recruiting the Next Generation of Municipal Staffers, Engaging Millennials in Government, Public Information Act and Leadership in Economic Development. Administrator Braband stated that she also attended the Opening General Session, the Municipal Police Executive's breakfast and the Municipal Clerks Association Luncheon and quarterly meeting.

COMMITTEE AND DEPARTMENT RECORDS

Talbot County Sheriff's Department: Sgt. Gadow presented the Council with the June report that is filed in the records.

Public Works: Superintendent Callahan presented the public works report that is filed in the records. Superintendent Callahan stated that he is still waiting on the contractor to get prices and parts for the White Marsh pumping station repair. Superintendent Callahan stated that the needed repairs at White Marsh pumping station are causing Brian Schmidt at Garden and Garnish to have issues with his grinder pump. Superintendent Callahan stated that the sewer pump at the Greenfield pumping station went bad and had to be pulled and replaced with one that we had on hand. Well 4 was found to have a faulty chlorine gas leak detector and a new one has been installed. Superintendent Callahan stated that Commissioner Newnam had inquired about flushing the fire hydrants so he is working with the State to fill out the required paperwork to be able to do so. The Town will need to inform the residents what day it will be done and inform them on what they can do to help.

Planning & Zoning: Chairman Harrison stated that Peter Johnston will be at the July planning meeting to give an update on the comp plan revision. An appeals board hearing was held in June for a property on Hirst Avenue.

Communications: Commissioner Pritchett thanked the Council for sending her to the MD MML Summer Conference in June. Commissioner Pritchett stated that she attended the Leadership in Economic Development Graduate Class and obtained useful information from contractors, grantors and discussed available resources. Commissioner Pritchett stated that there were hundreds of exhibits with useful information and she met and spoke with candidates running for various government offices. Commissioner Pritchett stated that the Eastern Shore won 3 of the 10 at large seats on the MD MML Board of Directors and various spots on MML committees. Commissioner Pritchett stated that she encourages the rest of the Council to attend a future conference. Commissioner Newnam asked how the Town benefits from sending employees and Commissioners to these conferences. Commissioner Pritchett stated that these classes teach you better ways and help you understand your position. For example, the budgeting classes will help you learn the budget process and how to apply what you learned to your Town's process. Administrator Braband stated that majority of the classes and information are for the staff and Council to improve the way you function and provide for your residents. Administrator Braband stated that some of the classes inform you of the new rules and regulations, for example the Public Information Act and the Open Meetings Act. These regulations are always changing so it is a good idea to take these classes at least once a year. Administrator Braband stated that the economic development class provided great information and insight on how to attract businesses and residents to your Town and ways to think outside the box to attract them. Commissioner Newnam asked who was scheduled to attend next year and Administrator Braband stated that she will be attending, Asst. Clerk Cowell will be attending and there is money in the budget for at least 1 Council person to attend. Many municipalities send their entire Council and administrative staff to these conventions so it is important that at least 1 Council member attend. Commissioner Chase stated that a lot of times in economic development the Towns are asked what they have to offer and he asked what Trappe has to offer. Some of the development properties in Town do not have water service and he asked how the developer would be able to afford that. Commissioner Pritchett stated that it was mentioned that Towns could give a tax break as an incentive to bring the business to their Town. Administrator Braband stated that one of the suggestions was to defer the payment of the water/sewer connections and to spread it out over a couple of years. Administrator Braband stated that a suggestion was to not continue what has always been done but to think outside the box and work with the developer.

Attorney Updates: Attorney Booth stated that she would like to request an executive session for legal advice after the meeting.

Executive Session: Vice-President Diefenderfer read that an executive session was held on June 6, 2018 to discuss a personnel matter.

ORDER OF BUSINESS BEFORE THE COUNCIL

None

Other Business:

Well 6 – Test Well Bid results and selection – Attorney Booth stated that the Town has interim financing in place, a USDA loan and a recent MDE grant for a new well and GMB is in the process of designing the well. Part of the loan and grant requirements are that the Town must dig a test well. GMB has solicited bids from 6 well drillers and received 2 bids back. The 2 bids received were from A.C. Shultes, Inc from Bridgeville, DE for \$56,526 with an additional cost of \$2,800 for well abandonment if requested by the State and from Somerset Well Drilling (Shannahan Artesian Well Co., LLC) from Westover, MD for \$24,448 with no additional costs. GMB analyzed the bids and proposals and has submitted a recommendation letter to the Town dated June 21, 2018 recommending that the Town award the bid to the lowest bidder, Somerset Well Drilling, in the amount of \$24,448. This amount was well within the budgeted amount in the design and they have worked with this company before. Commissioner Newnam made a motion to accept GMB’s recommendation to award the test well bid to Somerset Well Drilling in the amount of \$24,448. Commissioner Chase seconded the motion.

VOTE:

Newnam – Y Diefenderfer – Y Pritchett – Y Chase – Y

Motion approved.

GMB contract renewal – Engineering Service for On-Call Support – Attorney Booth stated that GMB submitted their On-Call contract renewal which is renewed every year. GMB has assisted the Town in receiving over 1.6 million dollars of grant money and this contract allows them to act as the Town’s engineer. GMB was initially awarded the contract in 2016 when the Town put out the Pumping Station PER to bid and GMB was awarded that bid. This contract allows GMB to continue with water and wastewater technical assistance, continue with the ENR upgrade that they have been working on and assisting with funding applications for Town projects. Attorney Booth stated that she works with GMB in 3 other Towns and has found that their rates are reasonable and they are very good to work with. Attorney Booth stated that this is a separate hourly contract and is only billed when the Town contacts them. Commissioner Pritchett asked if they could provide support when we have a staff shortage. Attorney Booth stated that the Town could hire them for that service but it would be extremely expensive. This contract is for technical experience and analyzing long term solutions for the Town. Commissioner Newnam made a motion to renew GMB’s on-call support contract. Commissioner Chase seconded the motion.

VOTE:

Newnam – Y Diefenderfer – Y Pritchett – Y Chase – Y

Motion approved.

Midge Killer Options – Commissioner Chase stated that his neighborhood is and has been having problems with midges for years. These bugs are by the thousands and land on your house, your car and people. When you kill them they leave green stuff behind. Commissioner Chase stated that an agent came in about 2 years ago and evaluated the problem and stated that the only way to get rid of them is to kill the larvae. Mr. Harrison stated that he agrees that something needs to be done. Commissioner Newnam asked what options the Town has. Administrator Braband stated that when Commissioner Chase said something about it she was able to talk to Scott Getchell from GMB and get a couple of options that he knew about. Superintendent Callahan has also explored options and came back with the same chemicals that Mr. Getchell recommended. Commissioner Newnam asked about contacting a pest control company to see if they have anything they can do. Superintendent Callahan stated that he did contact a pest control company a few years back and they said the only thing they can do is spray like they do for mosquitoes and it would kill the adults but not the larvae. Superintendent Callahan stated that the Town has to be careful what they treat and how they treat it because they discharge into the ponds and MDE would have requirements that needed to be followed. A licensed applicator would also need to be hired to apply the chemicals. Commissioner Newnam asked about the stuff that was already purchased and applied. Superintendent Callahan stated that the chemical that was just applied by Matt is sprayed and did not go into the ponds therefore the Town was not required to have a licensed applicator spray it or go through MDE. The other 2 options would need to be put into the ponds and would have to be done by a licensed applicator and MDE would have to be contacted to see what their requirements are. Commissioner Newnam stated that his only concern is that the Town would go through the necessary requirements to have the chemical put into the ponds at a cost of roughly \$32,000 and then it not work and the Town be out that money. Attorney Booth stated that the issue is killing the larvae at the bottom of the lagoons and will require MDE's approval. Administrator Braband stated that she talked to the County and asked if they could spray like they do for mosquitoes and they said they can and it may work but it will only kill the adults and not the larvae. Administrator Braband stated that nothing is guaranteed to work but these are the best options that we found. Attorney Booth stated that there is interest from the Council and suggests that Superintendent Callahan talk to MDE about the requirements and continue to look for options. Attorney Booth stated that she will check with Oxford and see if they have the same issue and if so what they do. The Council decided to meet on August 1st at 6:00 pm to discuss what everyone has found out.

Public Questions/Comments: None

Town Council Remarks:

Commissioner Newnam stated that the fire department is looking to build a new firehouse and has formed a committee to design the building. The fire department is looking to demolish the house on their property and build the new firehouse facing Greenfield Ave.

Executive Session: An executive session is requested to obtain legal advice. Commissioner Newnam made a motion to enter into executive session at 7:45 pm. Commissioner Chase seconded the motion and it was unanimously approved.

At the conclusion of the closed session at 8:07 pm, Commissioner Newnam made a motion to reconvene the open meeting. Commissioner Chase seconded the motion and it was unanimously approved.

There being no further business to discuss, Commissioner Newnam made a motion at 8:07 pm to conclude the meeting. Commissioner Chase seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator/Clerk