

Trappe Town Council  
October 2, 2024

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 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 September 4, 2024 Council Meeting minutes and the September 11, 2024 Council Special Meeting 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 presented the police report and stated that the Sheriff's Office will be moving to their new location on Oct. 7<sup>th</sup>.

**Planning & Zoning:** President Schmidt stated that Lennar Homes attended the meeting but will be coming back with plans at a future meeting. President Schmidt stated that the Town has received 1 letter of interest for the open position on the Planning Commission from Doran Bowman. After discussion Commissioner Chase made a motion to appoint Mr. Bowman to the Planning Commission. Commissioner Potter seconded the motion and it was unanimously approved.

**Communications:** Commissioner Sullivan stated that he has been working with someone to hopefully get the post office reopened soon. President Schmidt stated that Ms. Yvonne Freeman is here for follow up on Nace's Day which will be held on Nov. 2<sup>nd</sup>. Discussion was held regarding the Nace's Day preparations and everything has been finalized.

**Attorney Updates:** Attorney Ryan stated that she and Administrator Braband are working on the final documents for USDA for the pumping station project and the draft bond Ordinances are under review and will be introduced at the November Council meeting.

**Executive Session:** No executive session was held on September 4, 2024.

**ORDER OF BUSINESS BEFORE THE COUNCIL**

**Snow Removal Contract** – Administrator Braband stated that at the Council's request, she reached out to the Town's current snow removal contractor (P.E. Moore) to request a contract extension

proposal as their current contract expires December 31<sup>st</sup>. P.E. Moore submitted a proposal to handle the Town's snow removal for \$4,200 per plow. The Town does not pay anything unless P.E. Moore is requested to plow. P.E. Moore has offered the contract for a 1 year term or a 2 year term at the same price. After discussion Commissioner Newnam made a motion to approve the contract from P.E. Moore for 2 years. Commissioner Chase seconded the motion and it was unanimously approved.

#### **ARPA Funds –**

- **Water Meter/Radio Read Upgrade** – Administrator Braband stated that only 1 bid was received in response to the Town's RFP to purchase new water meters and radio read modules for the entire Town. The bid was from LB Water in the amount of \$171,064.35. After discussion, Commissioner Sullivan made a motion to award the project to LB Water in the amount of \$171,064.35. Commissioner Potter seconded the motion and it was unanimously approved.
- **Fencing Installation at Well houses and Water Tower** – Administrator Braband stated that the Town received bids from 3 companies in response to the Town's RFP to install security fencing around the well house and water tower. After reviewing the bids and discussion, Commissioner Newnam made a motion to award the project to Chesapeake Fence in the amount of \$22,490.00. The project selected will enclose Well 4, Well 6 and the water tower all together and then Well 5 by itself. Commissioner Chase seconded the motion and it was unanimously approved.
- **Sewer Cleaning/Camera and Inspection** – Administrator Braband state that only 1 bid was received in response to the Town's RFP to have all the Town's sewer mains cleaned and inspected. The bid was from Livingston Septic for \$4,560.00 per day with an estimation of 7-10 business days to complete the project for a maximum total cost of \$45,600.00. The Council discussed the terms and conditions of the contract and requested Attorney Ryan to revise some of them. Commissioner Sullivan made a motion to award the project to Livingston Septic after the contract has been revised and approved by the Town Attorney. Commissioner Newnam seconded the motion and it was unanimously approved.
- **Additional items for potential purchase** – Administrator Braband presented the Council with a request from the water/wastewater department to purchase a new desk, filing cabinets and chair for their office. The total cost for the desk, filing cabinets and chair is \$1,945.31 from Amazon which was the cheapest after comparing to Staples. Commissioner Potter made a motion to purchase the desk, filing cabinets and chair from Amazon in the amount of \$1,945.31 from Amazon with ARPA funds. Commissioner Sullivan seconded the motion and it was unanimously approved. Administrator Braband presented the Council with 2 quotes to remove the existing mulch at Lakeview Park and prepare the base layer for the rubber playground mulch. After discussion the Council requested that Commissioner Newnam reach out to one of the contractors to get an updated price by adding a second layer of fabric to their base proposal. This matter was tabled until the November Council meeting. Administrator Braband presented the

Council with a quote to purchase a new street sweeper and a quote to purchase a used street sweeper. After discussion the Council requested additional information on the street sweepers and to try and get more quotes from other companies.

**Procurement Policy** – Attorney Ryan stated that at the last meeting the Council requested information on a proposed revision to the Town’s procurement policy. Attorney Ryan presented the Council with a revision example that another Town recently approved and explained the increase in procurement amounts. After discussion the Council requested that Attorney Ryan draft an Ordinance for introduction at the November meeting to mirror the example provided with the exception of removing the requirement for the Town to accept the lowest bidder.

**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 7:07 pm. Commissioner Sullivan seconded the motion and it was unanimously approved.

Commissioner Newnam made a motion to reopen the regular meeting at 7:47 pm. Commissioner Potter seconded the motion and it was unanimously approved. With no further business to discuss, Commissioner Chase made a motion to adjourn the meeting at 7:47 pm. Commissioner Newnam seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator