

COUNCIL OF TRAPPE
VIA CONFERENCE CALL DUE TO COVID-19
AUGUST 5, 2020

PUBLIC HEARING – 6:55 PM

President Newnam opened the public hearing at 6:55 pm. Council members Norm Fegel, Tonya Pritchett, RD Diefenderfer and Walter Chase were present via conference call. Other attendees for the Town: Town Administrator Braband and Town Attorney Ryan.

Resolution 5-2020 – A Resolution of the Council of Trappe approving the 2020 Comprehensive Plan for the Town of Trappe was read by President Newnam. No public comment received.

With no further comments Commissioner Diefenderfer made a motion to close the public hearing at 6:56 pm. Commissioner Chase seconded the motion. All approved.

Council of Trappe Meeting: President Newnam called the meeting to order at 7:00 pm. Council members Norm Fegel, Tonya Pritchett, RD Diefenderfer and Walter Chase were present.

Commissioner Fegel made a motion to approve the agenda as submitted. Commissioner Diefenderfer seconded the motion. All approved.

Commissioner Diefenderfer made a motion to approve the July 1, 2020 Council minutes as presented. Commissioner Chase seconded the motion. All approved.

Clerk's Report – Administrator Braband stated that the Clerk's Report, the General Fund and the Enterprise Fund budgets are in the Council's packets and filed with the records. Administrator Braband stated that the Town Audit had to be rescheduled and it will now begin the week of August 24th.

Public Works – Report is filed in the records.

Planning and Zoning – Commissioner Fegel stated that the Planning Commission gave preliminary subdivision approval for the West Maple Townhomes which is being developed by Wes Schuman. The approval had 2 conditions which required Mr. Schuman to enter into a restated Public Works Agreement and stormwater management approval. Attorney Ryan stated that there were also a few technical issues on the plats that are being corrected by Mr. Schuman. Attorney Ryan also stated that GMB is reviewing the plans as submitted and noticed a few minor items that they need further information on. GMB picked up the stormwater management plans today and they are reviewing them as well as reviewing the existing utility connections and the proposed utility plan. GMB will conduct a site visit for the utility connections and stormwater management. GMB will look at what is already existing and make sure that everything is working correctly.

Communications - None

Attorney Updates – Attorney Ryan stated that the Talbot County Council discussed Resolution 281 at their last meeting and they are questioning Trappe's existing wastewater treatment plant and why it is not a

Town Council Minutes – August 5, 2020

Page 1 of 4

BNR or ENR plant. Attorney Ryan stated that President Cory Pack stated that the Town lost funding for the Howell Point Sewer project because the Town's plant is not operating to their current discharge permit and that the Town is in violation of our MDE permit which is absolutely incorrect. Attorney Ryan stated that she informed the Council that the Town could not get BRF funds for the Howell Point project because we are not a BNR or ENR plant but we are still operating fully within our discharge permit. Attorney Ryan suggested that the Council send a letter to the County Council advising them of the Town's current treatment plant, the capacity, the Town's discharge permit and how the Town is operating within their regulations. The next County Council meeting is August 11th and they are accepting written comments until August 7th for this Resolution. Commissioner Fegel made a motion to authorize Attorney Ryan to draft a letter as suggested to the County Council. Commissioner Chase seconded the motion.

VOTE:

Newnam – Y Fegel – Y Pritchett – Y Diefenderfer – Y Chase - Y
Motion approved.

Attorney Ryan stated that at the last Council meeting the Council awarded the Construction, Management and Inspection RFP to GMB for the Well 6 addition and GMB has now submitted their contract for the services. This contract is an amendment to the Owner's Engineering Agreement that the Town currently has with GMB for this project. The total for this contract is \$108,760.00. Commissioner Fegel made a motion to approve the Exhibit K amendment to the agreement. Commissioner Chase seconded the motion.

VOTE:

Newnam – Y Fegel – Y Pritchett – Y Diefenderfer – Y Chase - Y
Motion approved.

Executive Session – An executive session was held on July 1, 2020 to discuss a personnel matter.

ORDER OF BUSINESS BEFORE THE COUNCIL

New Business:

Ordinance 1-2020 – An Ordinance of the Town of Trappe approving and adopting certain revisions to the PUD Plan and Design Guidelines for the Lakeside Planned Neighborhood Zoning District was read by President Newnam. Commissioner Chase made a motion to postpone this Ordinance till the Council's September 2nd meeting. Commissioner Diefenderfer seconded the motion. All approved.

Resolution 5-2020 – A Resolution of the Council of Trappe approving the 2020 Comprehensive Plan for the Town of Trappe was read by President Newnam. A public hearing was held this evening at 6:55 pm for this Resolution. Commissioner Fegel made a motion to adopt Resolution 5-2020. Commissioner Diefenderfer seconded the motion.

VOTE:

Newnam – Y Fegel – Y Pritchett – Y Diefenderfer – Y Chase - Y
Motion approved.

Other Business:

Shore United Bank – ACH payment agreement – Administrator Braband stated that the new water billing program allows residents to pay their water bills by ACH and this service is free with Muni-Link but Shore United charges \$25 a month for the service and \$10 each time a payment batch is pulled. Administrator Braband stated that she has been working with Abby Graves at Shore United to find a way for the Town to not have to pay for the ACH service. In order to have make this service free for the Town, the Town would need to convert the General Fund checking and the Enterprise Fund checking accounts to Commercial Analysis accounts. This would allow these accounts to earn credits which would offset the ACH fees each month. The downside to changing to Commercial Analysis accounts is that the Town would no longer receive interest for those 2 accounts. The town is currently receiving an interest rate of 0.6% which has resulted in an interest payment of \$11.09 for June and \$11.47 for July. Commissioner Fegel made a motion to change the 2 checking accounts to Commercial Analysis accounts and to approve the ACH payment agreement. Commissioner Diefenderfer seconded the motion.

VOTE:

Newnam – Y Fegel – Y Pritchett – Y Diefenderfer – Y Chase - Y

Motion approved.

W. Maple Avenue, LLC – Stormwater Management waiver – Attorney Ryan stated that when the developer submitted his application for subdivision and site plan approval, he also submitted a request for a stormwater management waiver. This project already had a public works agreement in place, the engineer had already approved the stormwater management and it was already installed when this project was previously known as Carousel Commons. Therefore, this project does qualify under the Town’s stormwater regulations for a waiver. Attorney Ryan stated that she recommends that GMB review the existing stormwater to make sure that everything is working properly and nothing needs to be remediated or improved to make it work better before the development begins. GMB has picked up the approved stormwater management documents so they are able to review them and conduct a site visit. Attorney Ryan stated that she recommends that the Council grant the stormwater management waiver as long as GMB has no concerns. The project will not be delayed should the Council chose to wait for GMB’s review. Attorney Ryan stated that GMB will submit their opinion and recommendation to the Council and the Council can chose to follow GMB’s recommendations or not. The Council agreed to wait for GMB’s review before issuing the stormwater management waiver.

Sustainable Community Designation Renewal – Attorney Ryan stated that the Town is designated a Sustainable Community and to achieve that designation the Town created an action plan in 2016 which is set to expire in May 2021. The designation allows the Town to apply for the MD Department of Housing and Community Development and Revitalization programs. There is also a Community Legacy program and a Strategic Demolition Fund. The Town has not applied for these grants since receiving the designation. In order to apply for renewal, the Town needs to put together a work group that will go through the existing plan and evaluate the Town’s goals, whether the Town met the goals, the Town’s strengths and weaknesses, etc. DHCD stated that they have a staff member that would be willing to help with the application if needed. Administrator Braband stated that the initial application was quite extensive and the Town did not complete or even attempt majority of the goals on the application. A lot

of the goals listed in the plan are unattainable for the Town. After discussion Commissioner Chase and Commissioner Pritchett stated that they would like for the Town to apply for renewal and they would be interested in becoming a part of the work group to help the Town reapply. Administrator Braband stated that she will contact the DHCD contact for direction and begin to get a work group together.

Public Questions/Comments: None

Executive Session: President Newnam stated that an executive session is requested to discuss a personnel matter.

Commissioner Chase made a motion to enter into executive session to discuss a personnel matter at 7:42 pm. Commissioner Diefenderfer seconded the motion and it was unanimously approved.

At the conclusion of the closed session at 7:47 pm the open meeting was reconvened.

There being no further business to discuss, Commissioner Diefenderfer made a motion at 7:48 pm to conclude the meeting. Commissioner Pritchett seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator/Clerk