

TOWN COUNCIL MEETING  
APRIL 3, 2024

**Council of Trappe Meeting:** Vice-President Brian Schmidt called the meeting 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 and Town Attorney Lyndsey Ryan.

**Agenda:** Commissioner Schmidt requested an executive session for legal advice. Commissioner Potter made a motion to approve the amended agenda. Commissioner Sullivan seconded the motion and it was unanimously approved.

**Minutes:** Commissioner Chase made a motion to approve the March 6, 2024 Council Minutes, the March 20, 2024 Council Workshop and the March 26, 2024 Special Meeting and Workshop. Commissioner Potter seconded the motion and it was unanimously approved.

**Announcement and Certification of Election:** Commissioner Schmidt read the election results that were certified by Christine Routzahn, Election Chairman and Town Administrator Braband.

**Swearing in of Commissioner:** Kathi Duvall, Clerk of Circuit Court swore in Jeremy Newnam and Commissioner Newnam took his seat.

**Motion for Appointments for Officers of the Council**

**President** – Commissioner Potter nominated Brian Schmidt for Council President. Commissioner Sullivan seconded the motion and it was unanimously approved.

**Vice-President** – Commissioner Potter nominated Walter Chase for Council Vice-President. Commissioner Sullivan seconded the motion and it was unanimously approved.

**Clerk’s Report:** Administrator Braband stated that the Clerk’s Report, the General Fund and the Enterprise Fund budgets are filed in the Council’s binders and filed with the records. Administrator Braband read the Clerk’s Report.

**Public Works Report:** President Schmidt stated that the report is filed in the records. President Schmidt stated that Superintendent Callahan is requesting to purchase an alarm dialer for the pumping station at Shelby Acres and the quote from Envirep is \$2,425.00, which includes 3 years of service. Commissioner Chase made a motion to approve the purchase of the alarm dialer from Envirep. Commissioner Sullivan seconded the motion.

**VOTE:**

Newnam – Y    Sullivan – Y    Schmidt – Y    Potter – Y    Chase – Y  
Motion approved.

**Public Safety:** Sgt. Dobson read his report. Sgt. Dobson thanked Scott's Church for use of their parking lot and building during the police incident last month. Sgt. Dobson reminded the public that they can sign up for emergency notifications by calling 410-822-0095.

**Planning & Zoning:** President Schmidt stated that the Planning Commission reviewed revised Phase 1D for Lakeside and asked Rauch to make additional changes to the open space labeling. The Planning Commission approved the Cannabis regulation Ordinance that is available for the Town Council to introduce tonight.

**Communications:** None

**Attorney Updates:** Attorney Ryan stated that the Talbot County Council will hold a public hearing on Resolution 353 on April 9<sup>th</sup> at 6:30 pm if the Town Council would like to attend to object to the Resolution.

**Executive Session:** President Schmidt stated that an executive session was held on March 6, 2024 to obtain legal advice.

### **ORDER OF BUSINESS BEFORE THE COUNCIL**

**Scott's United Methodist Church – Draining proposal** – A representative from McHale Landscaping presented the Town Council with a drawing depicting the drainage work that they proposing to do at Scott's Church. The proposal would be to take a drainage pipe from the Church and run it under the sidewalk into the stormwater drain box that the Town owns near the intersection of Howell Point and Main Street to help with drainage issues at the Church. Attorney Ryan stated a form of a public works agreement would need to be executed and GMB needs to review the proposal to ensure that it wouldn't overwhelm the Town's system. The McHale representative will be submitting additional documentation to be forwarded to GMB so they can provide a cost estimate for their review and then Scott's Church could approve the expenditure. The Council did not object to the proposal as long as it did not hurt the Town's infrastructure or cause additional drainage issues.

**Water Service Line Inventory Project bids:** Attorney Ryan stated that the Town put out an RFP for services to respond to the lead and copper rule, established by the EPA which requires the Town to complete an inventory to include all service lines, a classification of ownership of the lines and the material of the lines. The inventory is due October 16<sup>th</sup>. The bids for this project were due back on March 28<sup>th</sup> and the Town received 6 bids. At this time the only requirement is a records review at the Town level which can be a best guess on the line materials and where the lines are. Field investigation and GIS mapping are additional options but are not required to comply with this inventory requirement. Should the Town choose to do the bare minimum to respond to the requirements, the project would not be complete and ready to apply for funding to replace the lead lines without additional work being done which would be an additional expense. Some of the engineering firms that submitted a bid did not include the optional additions and the Council asked Attorney Ryan to reach out to them to see if they could submit a revised proposal to include these options. Vice-President Chase stated that he would check with the Mid-Shore Regional Council to see if they had

funding available that would allow the GIS students at Salisbury University to help or possibly complete the GIS mapping for this project, free of charge to the Town. After discussion the Council decided that they would like to conduct interviews and scheduled a workshop for April 16<sup>th</sup> at 4:00 pm to review the received proposals and revised proposals and narrow it down to 3 or 4 firms to interview on May 1<sup>st</sup>. The Town has ARPA funds which they can use to pay for this project should the Council choose to do so.

**Pumping Station Phase 1 Project – USDA Funding** – Administrator Braband stated that a grant application in the amount of \$4,617,086.00 was submitted on March 7<sup>th</sup> and we were hoping to have a response by this meeting but we have not received notification yet.

**Ordinance 1-2024** – Attorney Ryan requested that the Council table this Ordinance due to pending State legislation. The Council agreed to table the Ordinance until the May meeting.

**Public Questions/Comments:**

Janet McDermott asked why businesses in Town were not required to have handicapped parking? Attorney Ryan stated that is not Town regulated and suggested that Mrs. McDermott reach out to the businesses that she is referring to.

Stephanie Chester asked why Trappe’s election did not have challengers present during the election. Attorney Ryan stated that the Town’s Charter does not permit challengers or watchers and the Council could look into amending the Charter to allow them if they wanted to do so. Mrs. Chester asked why the Town did not have electronic voting booths and Attorney Ryan stated that they are not required and very expensive but Administrator Braband is looking into them at the Council’s request.

Margaret English asked who’s responsibility it is to make Lakeside’s residents aware that they can come to Town meetings? President Schmidt stated that all meetings are advertised and they are welcome and encouraged to attend.

**Executive Session:** Commissioner Sullivan made a motion at 7:16 pm to enter into executive session to obtain legal advice. Commissioner Potter seconded the motion and it was unanimously approved.

Commissioner Potter made a motion at 7:43 pm to reopen the regular meeting. Commissioner Sullivan seconded the motion and it was unanimously approved.

There being no further business to discuss, Commissioner Potter made a motion at 7:43 pm to close the meeting. Commissioner Sullivan seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator/Clerk