

Town Council
August 7, 2024

Workshop – 4:30 pm

President Schmidt called the workshop to order at 4:30 pm. Council members Jeremy Newnam, Michael Sullivan, Rose Potter and Walter Chase were present. Other attendees for the Town: Town Administrator Erin Braband, Town Attorney Lyndsey Ryan and Assistant Town Attorney Carly Landolfi.

During the workshop the Council continued their conversation on the best use of the Town's remaining ARPA funds and reviewed pricing on items that were discussed at the July 17th workshop.

The following items were discussed –

1. Administrator Braband presented the Council with 7 quotes for different vehicle options. After reviewing the quotes the Council's consensus was to purchase both trucks from IG Burton. The first truck is quote number 1 that is for a 2024 3500 Chevy Silverado 4WD with utility bed and snow plow. The second truck is quote number 3 that is for a 2024 2500 Chevy Silverado 4WD with utility bed. President Schmidt will ask if the bed of the 3500 can be switched to a regular bed. Council set max purchase price for both trucks to be \$150,000.00.
2. Administrator Braband presented the Council with 2 quotes to have the all the sewer mains in Town inspected by camera. Due to the projected cost the Council asked Attorney Ryan to do an RFP for this project.
3. Administrator Braband presented the Council with a quote to purchase new water meters and radio read components and due to the projected cost the Council asked Attorney Ryan to do an RFP for this project.
4. President Schmidt presented the Council with a quote to purchase a backhoe and after discussion the Council decided to hold off on this purchase.
5. President Schmidt presented the idea of installing sidewalks from Home Run Baker Park to White Marsh Elementary. The Town attempted to do this project before but it was shut down due to the size of the required right-of-ways and the refusal from some property owners to allow the right-of-way on their property.
6. The Council discussed the possibility of proceeding with portions of the Phase 2 pumping station project and using ARPA funds. Administrator Braband and Attorney Ryan will consult with GMB and USDA on this possibility.
7. The Council discussed the need for security at the Town's wellhouses, water tower and treatment plant and asked Administrator Braband to get pricing for fencing and cameras at these locations.

With no further business to discuss the workshop was closed at 5:45 pm.

Public Hearing – 5:55 pm

President Schmidt called the public hearing to order at 5:55 pm. Council members Michael Sullivan, Rose Potter and Walter Chase were present. Other attendees for the Town: Town Administrator Erin Braband, Town Attorney Lyndsey Ryan, Assistant Town Attorney Carly Landolfi and Superintendent Steve Callahan.

President Schmidt read Resolution 4-2024 – A Resolution of the Trappe Council to amend the 2020 Comprehensive Plan for the Town of Trappe to adopt and incorporate the Stories of the Chesapeake Heritage Area Management Plan to include the Town of Trappe in the Stories of the Chesapeake Heritage Area. Attorney Ryan stated that the Trappe Planning Commission have reviewed the proposed Resolution and have adopted a Resolution of their own amending the Comprehensive Plan to include the Stories of the Chesapeake. The Town of Trappe is the only town in Talbot County that is not currently included in this. With no public comment received Commissioner Potter made a motion to close the public hearing at 5:57 pm. Commissioner Chase seconded the motion and it was unanimously approved.

Town Council Meeting – 6:00 pm

President 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, Town Attorney Lyndsey Ryan, Assistant Town Attorney Carly Landolfi and Superintendent Steve Callahan.

Agenda: Commissioner Potter made a motion to amend the agenda by moving the Lakeside agenda item and the Little League agenda item to be heard before the committee reports due to Attorney Ryan needing to leave early for another meeting. Commissioner Sullivan seconded the motion and it was unanimously approved.

Lakeside Wastewater Treatment Plant: Attorney Ryan stated that the Lakeside WWTP is currently in the start-up phase and while they are working to meet discharge limits, they are unable to spray discharge. The developer has requested that the Town accept the treated effluent at the Trappe plant and discharge as we normally would. The amount of treated effluent is less than the permitted 30,000 gallons a day that Lakeside is allowed to send to Trappe and have previously paid for. After discussing this with GMB and Superintendent Callahan it was determined that the best way to handle this would be to accept the effluent in the Town's lagoon and the Town could maintain the flow coming into the plant and avoid any possible issues with an influx of treated effluent. However to accept treated effluent from Lakeside, MDE requires approval of the process whether it is direct acceptance into the Town's lagoon or accepted through the Lakeside pumping station direct into the Town's plant. At this time Lakeside is having the treated effluent trucked out and sent to Hurlock for further processing and due to the expense they would like for the Town of Trappe to request approval for acceptance by MDE. After discussion, Commissioner Sullivan made a motion to send a letter to MDE to request approval for Lakeside to send the treated effluent to the Town's lagoon for further treatment which allows the Town to have control over the flow. Commissioner Chase seconded the motion and it was unanimously approved.

Little League Request for Grant Funding Application Assistance – Home Run Baker Park: Cheryl Lewis presented the Council with an almost complete application for the Town to apply for grant funding to install a softball field at Home Run Baker Park. Ms. Lewis stated that she is still waiting for quotes from contractors to be able to complete the application but the estimate is in the \$100,000 - \$150,000 range. The application is due by August 21st and the request must be made the Town. The County is the owner of the park and they would need to enter into a joint use agreement with the Town that would require the County to continue all maintenance of the park and responsibility for the facilities. The standard State provided joint use agreement needs to be revised to reflect these responsibilities and will need State review and approval before the Town or County can sign it but a draft agreement can be submitted with the application. This project has been reviewed by the Town's Planning Commission and the County Parks and Recreation Board and both gave a favorable recommendation. President Schmidt asked about the funds and how that is handled. Ms. Lewis stated that the Town would receive the funding on a reimbursement basis. There is usually a 30 day turn around for reimbursement. Commissioner Potter expressed her concern with the application being incomplete and the joint use agreement not in place. Ms. Lewis stated that this application is only asking for the grant funds, if the project is awarded the Town then has the opportunity to accept the funding or not. In the meantime the joint use agreement can be worked out between the County and the Town and if not then the Town can refuse the grant funds. After additional discussion, Commissioner Sullivan made a motion to submit the grant application for the softball field and work to get the joint use agreement revised and agreed upon by all parties. Commissioner Schmidt seconded the motion.

VOTE:

Sullivan – Y Schmidt – Y Potter – N Chase – abstain

Motion failed.

Minutes: Commissioner Sullivan made a motion to approve the July 3, 2024 Council meeting minutes as presented. Commissioner Potter 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: Lt. Dobson stated that he will no longer be the Town's liaison and introduced First Sgt. Aita who will take over that position. First Sgt. Aita presented the police report.

Planning & Zoning: President Schmidt stated that the Planning Commission met with Cheryl Lewis about the grant application and gave a favorable recommendation and continued their work on updating the Zoning Ordinance.

Communications: Commissioner Chase requested to receive information from other Town boards prior to the Council meeting if they are making a recommendation and if a grant application is being submitted for Council review it needs to be complete and to the Council prior to the meeting.

Attorney Updates: None

Executive Session: President Schmidt stated that an executive session was held on July 3, 2024 to obtain legal advice and to discuss a personnel matter.

ORDER OF BUSINESS BEFORE THE COUNCIL

Resolution 4-2024 - A Resolution of the Trappe Council to amend the 2020 Comprehensive Plan for the Town of Trappe to adopt and incorporate the Stories of the Chesapeake Heritage Area Management Plan to include the Town of Trappe in the Stories of the Chesapeake Heritage Area was read by President Schmidt. A public hearing was held on this Resolution tonight and received no public comment. Commissioner Potter made a motion to adopt Resolution 4-2024. Commissioner Chase seconded the motion and it was unanimously approved.

ARPA Funds: President Schmidt stated that the Council held a workshop this evening to continue their discussion on the ARPA funds. Commissioner Potter made a motion to purchase 2 new public works vehicles from IG Burton, truck quote number 1 and truck quote number 3, to have President Schmidt look into changing truck number 1's bed to a regular bed and to use ARPA funds for this expense. Commissioner Sullivan seconded the motion and it was unanimously approved. President Schmidt stated that the Council also requested RFP's be sent to have all the sewer mains inspected by camera, to purchase new water meters and radio read components, to install fencing around the well houses and water tower and to get pricing to install cameras at Town infrastructure locations.

Public Comment: Jennifer Howell stated that she had a pipe bust at her house and she had her brother fix the leak but was not able to get a credit due to the Town's policy. Administrator Braband explained the Town's current policy and provided the Council with account information for Ms. Howell. After discussion, Commissioner Sullivan made a motion to adjust Ms. Howell's water bill for the sewer portion using the Town's policy formula and to create a 3 month payment plan for Ms. Howell to pay the bill. Commissioner Chase seconded the motion and it was unanimously approved.

Executive Session: President Schmidt stated that an executive session was requested to discuss a personnel matter. Commissioner Potter made a motion to enter into executive session at 7:33 pm. Commissioner Chase seconded the motion and it was unanimously approved.

Commissioner Potter made a motion to reopen the regular meeting at 7:58 pm. Commissioner Chase seconded the motion and it was unanimously approved. With no further business to discuss, Commissioner Potter made a motion to adjourn the meeting at 7:58 pm. Commissioner Chase seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator

Town Council Minutes – August 7, 2024

Page 4 of 4