

Town Council Meeting
July 3, 2024

Council of Trappe Meeting: 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 July 3rd agenda as presented. Commissioner Chase seconded the motion and it was unanimously approved.

Minutes: Commissioner Potter made a motion to approve the June 5, 2024 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 Report: President Schmidt stated that the public works report is in the Council's binders and filed with the records.

Public Safety: No report

Planning & Zoning: President Schmidt stated that the Planning Commission gave a favorable recommendation for a special exception request from Mr. Vissering. Mr. Vissering wants to build a pole barn on his property and offer cooking classes would be a home occupation which is only permitted by a special exception. The Board of Appeals hearing is scheduled for July 24th at 2:00 pm. President Schmidt stated that an opening still remains on the Board of Appeals and Mike Teets stated that he would be interested in being appointed to the Board. Commissioner Sullivan made a motion to amend the agenda to consider Mr. Teets appointment to the Board of Appeals. Commissioner Potter seconded the motion and it was unanimously approved. President Schmidt stated that the Planning Commission also gave final approval to the subdivision plat for the Lakeside Treatment plant and to the revised Phase 1D subdivision plat. President Schmidt stated that the Planning Commission has completed a rough draft of the Zoning Ordinance and the members are reviewing it and will discuss the full draft at their July 16th meeting.

Communications: President Schmidt stated that Commissioner Newnam was on WBOC for a story on the fire department and their need for funds to build a new fire department. Commissioner Newnam stated that the new fire department will cost 6 million and they are hopeful to receive 4.5 million in grant funds but still need to raise 1.5 million. The fire department is seeking donations and held their carnival and parade last week to help raise money. President Schmidt stated that the Rural Life Museum held their Friends and Family Day last month and it went well. President Schmidt requested that the Council set a workshop date to discuss the Town's use of the ARPA funds and a workshop was set for July 17th at 2 pm.

Attorney Updates: None

Executive Session: President Schmidt stated that an executive session was held on June 5, 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 Areas was read by President Schmidt. Attorney Ryan stated that the Planning Commission introduced this Resolution, held a public hearing at their June 18th meeting and adopted the Resolution the same evening. This will help non-profits apply for economic development grants and was requested by the Rural Life Museum. Commissioner Newnam made a motion to introduce Resolution 4-2024. Commissioner Potter seconded the motion and it was unanimously approved. A public hearing will be held on August 7th at 5:55 pm.

Conservation Plan for Mr. & Mrs. Teets – Mr. Teets presented his conservation plan for his property as requested by the Council at their June meeting. Mr. Teets has mowed the grass as the Council requested and plans to complete his plan by fall of 2026 due to the cost. Mr. Teets is working with the University of MD Extension office to apply for grants to help fund his plan. After discussion the Council stated that they were happy with the plan Mr. Teets submitted and Commissioner Newnam requested that Mr. Teets continue to maintain the grass as according to Town Code.

Little League Request for Grant Funding Application Assistance – Cheryl Lewis stated that the Little League is interested in applying for a grant through the Department of Natural Resources, Community Parks and Playground Program to incorporate a new ball field at Home Run Baker park to mainly serve as a girl's softball field. This project qualifies for the grant but the Town would need to be the applicant and handle the finances of the grant since the project is within Town limits. Talbot County owns the park and would need to agree to this grant application as well. Mrs. Lewis stated that Little League will do all the leg work for the grant and secure all the approvals that are needed. This grant application is due on August 21st so if the Council agree to the project tonight, Mrs. Lewis would approach Talbot County Council and our Planning Commission for their approval. Once those approvals are secured and the application has been written, Mrs. Lewis would present the package back to the Town Council at their August 7th meeting for their review and final approval before submitting the grant application. After discussion, Commissioner Newnam made a motion to accept the assistance offered by the Little League and for the Town to apply for the grant. Commissioner Chase seconded the motion and it was unanimously approved.

Lakeside Agreement for Transfer, Operation and Expansion of Lakeside Wastewater Treatment Plant - Attorney Ryan stated that the Council has received the latest version of the agreement after discussion back and forth with the developer. Attorney Ryan gave an overview of the agreement and what is required from both parties. One correction that needs to be made is in Section 8.2 which

should state “include a construction performance bond of one hundred percent (100%) of the value of that subsequent phase”. After discussion Commissioner Newnam made a motion to approve the Agreement with the revision of Section 8.2 from 10% to 100%. Commissioner Sullivan seconded the motion.

VOTE:

Newnam – Y Sullivan – Y Schmidt – Y Potter – Y Chase – Y

Motion approved

ENR Treatment Plant Upgrade – MDE Funding Update - Attorney Ryan stated that she and Administrator Braband reached out to MDE to discuss the funding allocated to the Town for the ENR upgrade as there was some confusion about the grant fund amounts. At this time the total cost of the project is \$13,612,920. The Town was awarded \$3,965,723 in BRF grant funds in FY 22 and an additional \$4,816,834 in BRF grant funds for FY 25. The Town also ranked first on the priority chart for the State of Maryland Revolving Fund and has preliminarily received an award of \$3,178,617 of which \$1,500,000 qualifies for loan forgiveness. This project has also been earmarked to receive additional BRF grant funding in FY 26 for \$1,651,746. The Town has also been designated as a disadvantaged community which will allow the Town to get a very low interest rate for the loan portion. The Town is also awaiting notification of a pending grant application in the amount of \$3,078,266 for Congressionally Directed Spending (Earmark funds) for this project.

Board of Appeals Appointment – President Schmidt stated that Mr. Teets has expressed interest in joining the Board of Appeals and filling the open seat for the hearing on July 24th. Commissioner Chase made a motion to appoint Mike Teets to the Board of Appeals. Commissioner Sullivan seconded the motion and it was unanimously approved.

Public Questions/Comments: None

Executive session: President Schmidt stated that an executive session is requested to discuss a personnel matter and to obtain legal advice. Commissioner Chase made a motion at 7:29 pm to enter into executive session. Commissioner Potter seconded the motion and it was unanimously approved.

Commissioner Newnam made a motion to reopen the regular meeting at 8:05 pm. Commissioner Chase seconded the motion and it was unanimously approved.

With no further business to be discussed, Commissioner Newnam made a motion to close the regular meeting at 8:05 pm. Commissioner Chase seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator