

Trappe Town Council
February 5, 2025

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, Town Attorney Lyndsey Ryan and Water Superintendent Shawn Lane.

Agenda: Commissioner Newnam made a motion to approve the agenda as presented. Commissioner Potter seconded the motion and it was unanimously approved.

Minutes: Commissioner Chase made a motion to approve the December 23, 2024 Workshop minutes and the January 14, 2025 Council minutes as presented. Commissioner Potter seconded the motion and it was unanimously approved.

Clerk's report: President Schmidt stated that the Clerk's report, General Budget and Enterprise Budget are in the Council's binders and filed with the records.

Public Works: President Schmidt stated that the public works report is in the Council's binders and filed with the records.

Public Safety: President Schmidt stated that the public safety report is in the Council's binders and filed with the records. A report was received from the Sheriff's Department with the speed traffic results and the report shows that there is a speeding issue on Main Street that needs to be addressed.

Planning & Zoning: President Schmidt stated that the Planning Commission has completed the Zoning Ordinance revision and will be holding a public information meeting on February 18th.

Communications: Commissioner Sullivan stated that he attended the Eastern Shore Association of Municipalities meeting and State representatives provided updates on the State budget. President Schmidt stated that the Fire Department has voiced a concern over the tight streets in Lakeside when cars are parked on the streets. They will be getting together additional information and pictures and attending a future Council meeting to discuss.

Attorney Updates: Attorney Ryan stated that the Water/Sewer Comprehensive Plan Amendment for Paris Foods has been submitted and she will attend the County meeting when it is on their agenda. Attorney Ryan stated that the PER for design of the ENR upgrade has been issued and is due February 28th. The bids will be reviewed and discussed at the March 5th Council meeting.

Executive Session: President Schmidt stated that an executive session was held on January 14, 2025 to discuss a personnel matter.

ORDER OF BUSINESS BEFORE THE COUNCIL

Replacement quote for PLC and HMI components at the wastewater treatment plant –

Superintendent Lane informed the Council that there have been issues with the PLC/HMI component at the treatment plant and this piece of equipment is essentially the brain of the plant and controls all the operations. Easton Utilities has been onsite helping with this equipment, but they recommend immediate replacement due to the fact that it is over 20 years old and parts are no longer available and the importance of the component. Micro-Tech Designs, Inc. submitted a turn-key quote in the amount of \$61,719.00 for this emergency replacement. After discussion, Commissioner Newnam made a motion to approve the emergency replacement quote from Micro-Tech Designs in the amount of \$61,719.00 and to use funds from the sewer capacity reserves account to pay for it. Commissioner Chase seconded the motion and it was unanimously approved.

Public Questions/Comments: None

Executive Session: President Schmidt stated that an executive session is requested for legal advice. Commissioner Chase made a motion to enter into executive session at 6:46 pm. Commissioner Newnam seconded the motion and it was unanimously approved.

Commissioner Newnam made a motion to reopen the regular meeting at 7:22 pm. Commissioner Chase seconded the motion and it was unanimously approved. With no further business to be discussed, Commissioner Newnam made a motion to adjourn the meeting at 7:22 pm. Commissioner Chase seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator