

Trappe Town Council  
November 5, 2025

President Newnam 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, Superintendent Shawn Lane and Town Attorney Lyndsey Ryan.

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

**Minutes:** Commissioner Sullivan made a motion to approve the October 1, 2025 Workshop and Council minutes and the October 21, 2025 Workshop minutes. Commissioner Potter seconded the motion and it was unanimously approved.

**Clerk's Report:** Administrator Braband read the Clerk's report that is filed with the records along with the General Fund budget and the Enterprise Fund Budget.

**Public Works:** Superintendent Lane read the monthly report that is filed with the records.

**Public Safety:** President Newnam stated that the public safety report is in the binders and filed with the records. President Newnam informed the Council and public that the Sheriff's Department was not awarded the overtime grant this year which will reduce the police presence in Town and that the Council will be discussing police protection in the future.

**Planning & Zoning:** President Newnam stated that the Planning Commission did not meet in October so nothing to report.

**Communications:** President Newnam stated that the Town received an email from a Town resident requesting the Council to approve a water credit due to the issues that the Town experienced earlier this month. After discussion the Council decided not to issue a credit. Attorney Ryan stated that according to the Town Code, the Town only has the authority to issue a credit when there is an undetectable leak.

**Attorney Updates:** Attorney Ryan stated that the Town's Line of Credit expires in December and she is working with Shore United on the possible renewal. Additional documentation will be provided at the December meeting.

**Executive Session:** President Newnam stated that no executive session was held on October 1, 2025.

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

**Ordinance 6-2025** – An Ordinance of the Town of Trappe to amend Section 13.6 of the Trappe Town Code titled “Regulation of the Placement of Refuse and Other Waste for Collection, to establish regulations for the placement of refuse or waste receptacles within the Town of Trappe was read by President Newnam. Attorney Ryan stated that the Council left the public comment open for this Ordinance until the meeting this evening and the Town did not receive any additional public comment. Commissioner Chase made a motion to adopt Ordinance 6-2025. Commissioner Potter seconded the motion and it was unanimously approved.

**Electric Supply Bids** – Richard Anderson from CQI Associates presented new electric supplier rate options to the Council. The Town’s current contract expires in December and if the Town does not enter into a new contract the rates will increase to Delmarva Power’s current rates. Mr. Anderson reviewed all the options available to the Town and after discussion Commissioner Chase made a motion to select the 24 month, fixed rate option. Commissioner Sullivan seconded the motion and it was unanimously approved.

**Home Run Baker Park Joint Use Agreement** – Attorney Ryan stated that the Council has in front of them a draft joint use agreement with Talbot County regarding the new softball field and the other infrastructure that will be installed with the grant the Town received. The agreement states that the Town will be responsible for the maintenance of the field and restrooms because the County does not have the manpower to handle it. The County currently handles all maintenance of Home Run Baker Park. Attorney Ryan stated that she is still discussing this with the County as the Town is not supposed to be responsible for maintenance. This will be placed on the December agenda if a revised agreement is ready.

**Pumping Station Project Update** – Jason Lytle and Andrew Lynch from GMB provided an update on the status of the Pumping Station project. The project is scheduled for substantial completion on November 29, 2025 with 30 additional days until final completion. The project is running behind and is looking to be completed in January 2026. Due to the project not being completed on time, Mr. Lytle presented an amendment to the owner-engineer agreement for additional full-time inspection services as required by USDA. The amendment is for an additional \$80,430.00. This is the maximum amount and cost will be adjusted as services are used. The Council requested documentation from USDA stating that full-time inspection is required and tabled the agreement until the December Council meeting.

**Request to Release Building Permits for Lake Tahoe in Lakeside** – Dan Deakins read his email that was submitted to the Town Council requesting that they release three building permits (Lots 146, 147 & 148) on Lake Tahoe Drive so that portion of the street could be completed. The developer will not final pave the road, install street lights or remove storm water management fencing until all houses have been built on that road and it is causing flooding issues and safety concerns for the residents. Mr. & Mrs. Bass, residents of Lakeside, also expressed their concern with the streetlights not being installed and their fear of going outside at night due to the darkness. President Newnam explained the reasoning behind the Town putting a stop to issuance of building permits. James Cook from Rauch provided an update on the progress of Well 4R and a timeline of 10-12 months for completion of that street if everything moves along as hoped. After discussion President Newnam made a motion to authorize the release of the building permits for 1550, 1552 and 1554 Lake Tahoe Drive and recommended that the developer look into installing some kind of streetlights, even if temporarily, due to public safety concerns. Commissioner Chase seconded the motion and it was unanimously approved. Mr. Cook will look into possible street lighting ideas and update the Town and residents.

**Lakeside Request to Reduce GMB Inspection Services** – James Cook reviewed the letter presented to the Council for Lakeside’s request to reduce inspection services due to a pause in site work. Attorney Ryan stated that the Town determines the level of inspection services that are necessary for the project but because there is a pause in work inspections are not required at this time. If the request is approved for part-time inspection services and it does not work out or if for any reason the Town wishes to resume full-time inspection services, the Town has the right to do so at any time. This request has been discussed with GMB and they are ok with part-time services as long as one week notice is given prior to any work being done that would require an inspector to be on-site. After discussion, President Newnam made a motion to approve Lakeside’s request to reduce GMB’s inspection services to part-time and if any town owned infrastructure work is found to have been conducted without a GMB inspector on-site a \$10,000 fine will be assessed to the developer. Commissioner Chase seconded the motion.

VOTE:

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

Town Council Minutes – November 5, 2025

Page 3 of 4

**Lakeside Request to Reduce Bonds for Phase 1A, 1B, 1D and Phase 1 of WWTP** - James Cook gave an overview of the current bonds and the developer's request to have the bonds reduced. President Newnam stated that the request was reviewed by GMB and they provided their recommendation for each bond. President Newnam made a motion to approve the bond reduction requests as recommended by GMB. Commissioner Sullivan seconded the motion.

VOTE:

Sullivan - Y   Newnam - Y   Potter - Y   Chase - Y

Motion approved

**Sewer Liner Bids** - President Newnam reviewed the need for this project and the one bid that was received from Premier Service Group in the amount of \$85,268.00. This is the same company that installed liners earlier this year on Main Street for the Town. Administrator Braband stated that the Town has \$70,784.00 budgeted for this project but the Council can choose to use the interest money that was earned from the ARPA funds or use money in the Sewer Capacity Reserves account to make up the difference. President Newnam made a motion to approve the bid from Premier Service Group and use the interest earned from the ARPA funds to pay for the deficit. Commissioner Chase seconded the motion.

VOTE:

Sullivan - Y   Newnam - Y   Potter - Y   Chase - Y

Motion approved

**Public Questions/Comments** - None

**Executive Session** - President Newnam stated that an executive session is requested to discuss a personnel matter. Commissioner Sullivan made a motion to enter into executive session at 7:44 pm. Commissioner Potter seconded the motion and it was unanimously approved.

Commissioner Potter made a motion to reopen the regular meeting at 8:15 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 8:15 pm. Commissioner Chase seconded the motion and it was unanimously approved.

Respectfully submitted,  
Erin Braband, Town Administrator

Town Council Minutes – November 5, 2025

Page 4 of 4