

Trappe Town Council
March 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, Water Superintendent Shawn Lane and Town Attorney Lyndsey Ryan.

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

Minutes: Commissioner Potter made a motion to approve the February 5, 2025 Council Minutes and the February 12, 2025 Workshop Minutes. Commissioner Sullivan seconded the motion and it was unanimously approved.

Clerk's Report: Administrator Braband read the Clerk's Report which is filed in the records along with the General Fund budget and the Enterprise Fund budget. Roy Geiser from UHY, LLP presented the Fiscal Year 23/24 Financial Audit. Mr. Geiser stated that the General budget is in good standings, but he urged the Council to consider an increase in water and sewer rates as the Enterprise budget is operating in the negative and the Town has big infrastructure projects in the works that will result in additional debt.

Public Works: President Schmidt stated that the public works report is in their binder. Superintendent Lane presented the Council with a quote from Good Life Landscaping to fix the ditch and driveway at the treatment plant. The sides of the ditch have been eroding away and the fence posts are exposed and in danger of falling in. The Council requested that an additional quote be obtained and tabled a decision until the April meeting.

Public Safety: First Sergeant Aita reviewed the police report that is filed with the records. The Council inquired about the proposed unhoused citizen law and offered to help to oppose it in anyway that they can.

Planning & Zoning: President Schmidt stated that the Planning Commission held a public informational meeting on the proposed revised Zoning Ordinance and map, but no one showed up. The Planning Commission approved sending the revision to the Council for their review and possible introduction in April.

Communications: President Schmidt stated that the Town is holding a Community Shred Event on March 29th from 9-11 at the Fire Department.

Attorney Updates: Attorney Ryan stated that the County Council tabled the Water/Sewer Comprehensive Plan Amendment for Mr. Hause's property as they were questioning the number of EDUs for the property. The County Council discussed requiring the Town to come back for another amendment should Mr. Hause choose to subdivide the property. Attorney Ryan stated that she will work with Mr. Hause's attorney on a response to the County Council.

Executive Session: President Schmidt stated that an executive session was held on February 5, 2025 to obtain legal advice.

ORDER OF BUSINESS BEFORE THE COUNCIL

Lyndsey Greenwood: Ms. Greenwood stated that her water line underground busted during the snowstorm in January and she had a family friend who is a licensed plumber come fix it and is requesting a credit for the sewer portion of her bill. Administrator Braband stated that Ms. Greenwood was referred to the Council because the Town's policy for issuing a sewer credit for a water leak requires the homeowner to present a bill from the licensed plumber showing the repair. Ms. Greenwood did not have an invoice and therefore the office was unable to approve the credit, it required Council approval. Commissioner Potter informed Ms. Greenwood that she would need documentation from the plumber and an invoice and then the Council could consider it. The matter was tabled until the April meeting to give Ms. Greenwood time to obtain the necessary documentation.

Election Board Appointments: Administrator Braband stated that the term for the three members of the Election Board expires at the end of March and all three have requested to be re-appointed. A request letter was also received from Margaret English expressing her desire to be appointed as an alternate on the Election Board. Commissioner Potter made a motion to re-appoint Christine Routzahn, Candi Harrison and Nancy Dunn as members of the Election Board and to appoint Margaret English as an alternate member. Commissioner Sullivan seconded the motion and it was unanimously approved.

On street parking concerns at Lakeside: President Schmidt stated that the Fire Department hasn't had a chance to take pictures yet and requested to have this matter tabled until next month.

Lakeside Sludge Removal Application: James Cook from Rauch stated that the sludge from the Lakeside plant must be hauled out every 6-8 months to Easton Utilities. The Town has a permit to haul sludge from Easton Utilities to Trappe but not the other way around therefore a permit application has been submitted for approval. The Town and Trappe East are both on the discharge permit so this permit must be in both names as well. The developer is financially responsible for any costs associated with this. Commissioner Newnam made a motion to approve the sludge removal application. Commissioner Sullivan seconded the motion and it was unanimously approved.

Bids received in response to RFP for ENR treatment plant design and bidding phase: Attorney Ryan stated that bids were due on February 28th and the Town received 3 bids. Bid 1 from Rauch, Inc in the amount of \$345,260 plus \$45,000 for PFA treatment for a total of \$390,260. Bid 2 from KCI, Inc in the amount of \$632,000 plus \$47,500 for headworks for a total of \$679,500. Bid 3 from GMB in the amount of \$721,254.73 plus \$64,967.16 for PFA treatment for a total of \$786,221.89. Attorney Ryan stated that the Council has received a criteria scale to rate the proposals. After discussion, the Council scheduled a Special Meeting/Workshop on March 13th starting at 1 pm to interview the 3 firms prior to making a decision.

Resolution 1-2025: A Resolution declaring the official intent of the Council of Trappe to reimburse expenditures to be incurred with response to certain capital projects with the proceeds of debt to be issued by the Town of Trappe was read by President Schmidt. Attorney Ryan stated that this Resolution is for the pumping station project and the loan associated with it. This Resolution allows the Town to declare their intention to reimburse their expenditures from the loan. Commissioner Newnam made a motion to adopt Resolution 1-2025. 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 a personnel matter and to obtain legal advice. Commissioner Newnam made a motion to enter into executive session at 6:54 pm. Commissioner Potter seconded the motion and it was unanimously approved.

Commissioner Newnam made a motion to reopen the regular meeting at 7:27 pm. Commissioner Chase seconded the motion and it was unanimously approved. With no further business to discuss, Commissioner Newnam made a motion to adjourn the meeting at 7:27 pm. Commissioner Chase seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator