

Trappe Town Council  
April 2, 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, Town Attorney Lyndsey Ryan and Town Engineer Katherine McAllister from GMB.

**Agenda:** President Schmidt requested to add an executive session to discuss a personnel matter to the agenda. Commissioner Newnam made a motion to approve the agenda as revised. Commissioner Sullivan seconded the motion and it was unanimously approved.

**Minutes:** Commissioner Newnam made a motion to approve the March 5, 2025 Council minutes, the March 13, 2025 Special Meeting minutes and the March 18, 2025 Special Meeting/Workshop minutes as presented. 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.

**Public Works:** President Schmidt stated that the public works report is in the Council's binders. Superintendent Lane presented 2 quotes to repair the ditch and entrance at the wastewater treatment plant. Quote 1 is from Good Life Property Management for a total of \$8,975.00 and Quote 2 is from Talbot Land Management for a total of \$6,875.00. After discussion, Commissioner Newnam made a motion to accept the quote from Talbot Land Management in the amount of \$6,875.00. Commissioner Chase seconded the motion and it was unanimously approved. Administrator Braband presented the Council with the scope of services being provided by Livingston Septic in regards to the Council's prior award of the sewer main lining project which is funded by ARPA funds. Livingston Septic compiled the scope of work to consist of installing 1,016' of 8" fiberglass from manhole 3 to manhole 7 and reinstating 22 laterals for a cost of \$73,992.00. The Council previously awarded \$75,000 for this project. After discussion, Commissioner Potter made a motion to approve Livingston Septic's scope of services for the sewer main lining project. Commissioner Newnam seconded the motion and it was unanimously approved.

**Public Safety:** President Schmidt stated that the police report is in the Council's binders.

**Planning and Zoning:** President Schmidt stated that no meeting was held for the month of March.

**Communications:** Commissioner Newnam stated that the Shred Day event went well and thanked Erin, Shawn and Daniel for attending and their help with the event. The fire department received a couple of donations from the event.

**Attorney Updates:** Attorney Ryan stated that the sewer comprehensive plan amendment for Paris Foods is on the County's agenda for introduction on Tuesday, April 8<sup>th</sup>.

**Executive Session:** President Schmidt stated that an executive session was held on March 5, 2025 to discuss a personnel matter and to obtain legal advice.

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

**On-street parking concerns at Lakeside** – President Schmidt stated that the fire department has voiced concerns over not being able to get the fire trucks and ambulance down some of the streets in Lakeside when cars are parked on both sides of the street. The Town has also received complaints from the trash company and UPS. First Sgt. Aita stated that he will look into the issue and see what the Sheriff's Department can do to help alleviate the problem. After discussion, Commissioner Newnam requested that the Town send a letter to Lakeside's HOA requesting that they prohibit parking on one side of the street for public safety. Commissioner Schmidt seconded the motion and it was unanimously approved.

**Town Water Capacity Management** – President Schmidt stated that the Town's water system is approaching capacity with the additional development of Lakeside and the Town Engineer issued a letter to the developer in April 2024 and no response has been received. Commissioner Sullivan made a motion to cease issuing building permits for new structures in Lakeside until the Town is able to confirm that there is adequate water capacity because they are in the process of constructing the water facilities that are necessary. Commissioner Schmidt seconded the motion.

VOTE:

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

Motion approved.

**Ordinance 1-2025** - An Ordinance of the Town of Trappe adopting a General Budget for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026, and establishing a tax rate of \$.33 per \$100 of assessed real property value and a tax rate of \$.75 per \$100 on all commercial or business personal property and public utilities; and establishing an annual fee of \$189.80 per residential household for trash collection services, and also adopting an Enterprise Budget for the Town's water and sewer operations was read by President Schmidt. Commissioner Chase made a motion to introduce Ordinance 1-2025. Commissioner Newnam seconded the motion and it was unanimously approved.

**Ordinance 2-2025** – An Ordinance of the Council of Trappe to adopt an updated official Zoning Map was read by President Schmidt. Commissioner Newnam made a motion to introduce Ordinance 2-2025. Commissioner Chase seconded the motion and it was unanimously approved.

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**Ordinance 3-2025** – An Ordinance of the Council of Trappe to repeal in its entirety and reenact the Town of Trappe Zoning Ordinance was read by President Schmidt. Edgar Harrison gave a brief overview of the changes to the Zoning Ordinance. Commissioner Newnam made a motion to introduce Ordinance 3-2025. Commissioner Chase seconded the motion and it was unanimously approved.

A public hearing will be held on May 7, 2025 at 5:45 pm for Ordinance 1-2025, Ordinance 2-2025 and Ordinance 3-2025.

**Public Questions/Comments:** None

**Executive Session:** President Schmidt stated that an executive session is requested to discuss a personnel matter. Commissioner Newnam made a motion to enter into executive session at 6:30 pm. Commissioner Potter seconded the motion and it was unanimously approved.

Commissioner Sullivan made a motion to reopen the regular meeting at 6:47 pm. Commissioner Chase seconded the motion and it was unanimously approved. With no further business to discuss, Commissioner Sullivan made a motion to adjourn the meeting at 6:47 pm. Commissioner Chase seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator