

COUNCIL OF TRAPPE
TRAPPE TOWN HALL
MAY 4, 2016

Council of Trappe Meeting:

President Fegel called the meeting of the Council of Trappe to order at 7:00 pm. Council members Rose Potter, Tonya Pritchett, RD Diefenderfer and Don English were present. Other attendees: Margaret English, Nancy Dunn, Chris Polk, Attorney Booth, Planner Shull, Chief Ball and Clerk Braband.

Amendments to the Agenda:

Commissioner English made a motion to approve the agenda as submitted. Commissioner Potter seconded the motion. All approved.

Presentation of Minutes:

Commissioner Diefenderfer made a motion to approve the minutes as presented. Commissioner Potter seconded the motion. All approved.

Clerk's Report:

Clerk Braband presented the Clerk's report that is filed in the records. Clerk Braband also presented the current budgets for both the general and the enterprise funds.

COMMITTEE AND DEPARTMENT REPORTS

Public Safety – Chief Ball read his report that is filed in the records. Chief Ball also asked for permission to block some streets for the Fireman's parade on June 25th and the Council agreed.

Public Works – President Fegel stated that there was an issue with Well 4 and Shannahan was called. Shannahan pulled the pump and motor and found infiltration about 40-50 feet down. The pump is back together again and will soon be back in service. President Fegel stated that Well 5 will need to have some maintenance performed once Well 4 comes back online. The Town is in need of another well and would like to have 3 working wells at all times. The Council and Clerk Braband are in the process of trying to obtain grant funding for the expense of drilling a new well.

Attorney Updates – Attorney Booth stated that she didn't have any updates.

Executive Session – An executive session was held on April 6, 2016 to obtain legal advice and to discuss a personnel matter. An executive session was also held prior to tonight's Council meeting to obtain legal advice.

Planning & Zoning – Planner Shull stated that the Sustainable Community Application will be reviewed by the board on May 18th and the Town should know the results on May 19th. Planner Shull stated that the communications back and forth thus far have been very positive and she feels that the application will be approved. Planner Shull stated that she is currently working on 3 serious property maintenance violators.

Planner Shull stated that the Trappe Outreach team will meet tomorrow. The team has a lot of great events planned and Commissioner Diefenderfer has joined the team with a great Christmas idea. President Fegel stated that the Council has received a request from the Outreach team for a donation of \$200.00 for the Spark in da Pan music event. Commissioner Pritchett stated that she didn't feel that the donation was a good idea due to the Town's tight finances. President Fegel stated that there is a line item in the current budget that this donation would come from as the Outreach team has not used all the funds previously allocated to them by the Council. Planner Shull stated that the Outreach team is not asking the Town to fund the entire event, they will be using some of their own money, they are just asking for a small donation towards the cost. Mrs. English stated that they are unable to charge for admittance due to the event being held at a public place. The Episcopal Church will be selling refreshments out of the Church on their own and if other groups want to come set up and raise money for their group then they are invited to do so. Commissioner English stated that he will abstain from voting due to his wife asking for the donation. Commissioner Potter made a motion to approve the \$200.00 donation for the Trappe Outreach team. Commissioner Diefenderfer seconded the motion. All approved with Commissioner English abstaining.

Parks & Recreation – As Commissioner of Parks, Commissioner Potter stated that there are 3 events approved for Veteran's Park for the month of May. On May 15th there is a birthday party being held there, on May 21st the Trappe Outreach team will hold an event and on May 30th the Trappe Outreach team will hold another event.

Economic Development – Planner Shull stated that the Council received their monthly report in their binders and they will be meeting again tomorrow. President Fegel attended the annual breakfast when Mr. Dawson from Unicorn Bookshop was recognized.

Communications – President Fegel read a thank you letter from Mr. Dawson for his nomination.

President Fegel stated that the Council has received 2 board appointment letters requesting reappointment. The first letter was received from Bobby Quidas seeking reappointment to the Planning Commission and the second letter was received from Michael Sullivan seeking reappointment to the Appeals Board. Commissioner English made a motion to approve both reappointments. Commissioner Potter seconded the motion. All approved, letters will be sent to both parties.

ORDER OF BUSINESS BEFORE THE COUNCIL

Resolution 3-2016 – A Resolution of the Council of Trappe adopting a comprehensive Town fee schedule for services provided by the Town was read by President Fegel. President Fegel stated that Clerk Braband went through the previous fee schedules and after researching all the Towns came up with a revised fee schedule. President Fegel read the new proposed fee schedule. Commissioner Potter made a motion to approve Resolution 3-2016. Commissioner Diefenderfer seconded the motion. No discussion held.

VOTE:

Potter – Y Fegel – Y Pritchett – Y Diefenderfer – Y English – Y

All approved, motion carried.

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Ordinance 2-2016 – An Ordinance of the Town of Trappe to amend Section 14 of the Trappe Town Code titled “Water and Sewer”, Table 1 titled “Fees and Charges” to increase the basic monthly water service fee, the basic monthly sewer fee, the monthly water usage rate and the monthly sewer usage rate by two percent (2%) was read by President Fegel. President Fegel stated that the Council discussed this over and over at the budget workshops and a 2% increase was proposed. The water tower has expensive maintenance that is due, the wells are in need of repair and the Town is still trying to recoup some of the lost years when no raises were done. Commissioner English made a motion to introduce Ordinance 2-2016. Commissioner Potter seconded the motion. No discussion held.

VOTE:

Potter – Y Fegel – Y Pritchett – Y Diefenderfer – Y English – Y

All approved, motion carried.

A public hearing will be held on June 1st at 6:45 pm.

Ordinance 3-2016 – An Ordinance of the Town of Trappe adopting a General budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017, and establishing a tax rate of \$.31 per \$100 of assessed real property value and a tax rate of \$.54 per \$100 on all commercial or business personal property and public utilities; and establishing an annual fee of \$167 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 Fegel. President Fegel stated that the Council held several budget workshops. Clerk Braband described the dramatic decrease in income taxes that the Town has seen in the past few years. The Town went from receiving \$312,000 to \$70,000 in 4 years. President Fegel stated that the Council was able to balance the budget with major cuts and only a \$.02 increase in property taxes however there is no money for capital improvements. The Town will receive \$14,300.00 for the \$.02 increase. The Enterprise fund was finally able to be balanced without borrowing money from the General fund and includes a maintenance contract for the water tower for the next 7 years. Commissioner Potter made a motion to introduce Ordinance 3-2016. Commissioner English seconded the motion. No discussion held.

VOTE:

Potter – Y Fegel - Y Pritchett – Y Diefenderfer – Y English – Y

All approved, motion carried.

A public hearing will be held on June 1st at 6:45 pm.

Ordinance 4-2016 – An Ordinance of the Town of Trappe to adopt an updated floodplain management ordinance and to repeal all previous floodplain management ordinances was read by President Fegel. Attorney Booth stated that Trappe isn’t in the floodplain other than a tiny piece in the Lakeside development however it is important to the Town residents that the Council passes this Ordinance so the residents can get flood insurance if they choose to. Talbot County has new flood maps that will go into effect on July 20th. MDE took the ordinance that Trappe has already and revised it to reflect the changes for the new maps. At the last Planning Commission meeting the Commissioners recommended that the Council adopt this ordinance and the changes proposed by MDE. If the town decides to not

pass this Ordinance and adopt the changes by July 20th then the Town can never get into the program again. Commissioner Diefenderfer asked if this is passed do all residents have to get flood insurance. Attorney Booth stated that no, it is available to them if they want it but they are not required to have it. Planner Shull stated that a mortgage company will only make you have flood insurance if you are in a flood zone A or B and the Town of Trappe is in C so it is not a requirement but there if you want it. Commissioner Diefenderfer made a motion to introduce Ordinance 4-2016. Commissioner Potter seconded the motion. No discussion held.

VOTE:

Potter – Y Fegel – Y Pritchett – Y Diefenderfer – Y English – Y

All approved, motion carried.

A public hearing will be held on June 1st at 6:45 pm.

Other Business –

President Fegel stated that the Town is currently carrying about \$22,000 each month in past due water and sewer bills and the accounts that are in arrears are only paying what is needed to stay connected and the past due amounts keep increasing. Clerk Braband stated that when a disconnect notice is currently issued it is issued for a bill that is 90 days past due. Clerk Braband stated that she and the billing clerk discussed this issue and came up with a policy that will have a disconnect notice sent to the resident for a bill that is 10 days past due. The resident will then have an additional 10 days to pay the bill to avoid disconnection. This will ensure that all bills are paid in full prior to the next monthly bill being issued. Clerk Braband stated that if the Council approves this policy change then she proposes it goes into effect January 1st. Once the policy change is approved a letter would be sent out to all residents advising them of the new policy and giving a deadline of December 31st to have all past due bills paid in full, this will give them roughly 6 months to catch up. Attorney Booth stated that if the Council wishes to adopt a policy like this then the Town Code would have to be revised by Ordinance. Attorney Booth suggested that if the Council wants to go ahead and eventually adopt this proposed policy that would go into effect January 1st, then they need to direct her to prepare an Ordinance to revise the Town Code to make it consistent with the proposed policy and broader for the future. Attorney Booth stated that if the Council then chooses to revise the policy then they would not be required to do another Ordinance, they could just adopt a new policy. Attorney Booth recommended that if the Council wanted to stay on the timeframe that Clerk Braband has proposed that the Council make a motion directing her to bring an Ordinance for the Code revisions to the June meeting, public hearing in July and if adopted then adopt the policy in July as well. Commissioner Potter made a motion to direct Attorney Booth to prepare an Ordinance for the Code revisions and bring to the June meeting. Commissioner English seconded the motion. No discussion held.

VOTE:

Potter – Y Fegel – Y Pritchett – Y Diefenderfer – Y English – Y

All approved, motion carried.

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Commissioner English asked for an update on the rental inspection program. Attorney Booth stated that Planner Shull has drafted a letter and she is reviewing it and hopes to get the letter out next week. Planner Shull stated that it will be sent to all the residents in Town so it will go out with the water bills in May to avoid an additional mailing.

Announcements – President Fegel read the announcements.

There being no further business to discuss the meeting was adjourned at 7:58 pm.

Erin Braband, Town Clerk

Norm Fegel, President