

COUNCIL OF TRAPPE  
TRAPPE TOWN HALL  
DECEMBER 5, 2018

**Council of Trappe Meeting:** President Fegel called the meeting to order at 7:00 pm. Council members Nick Newnam, Tonya Pritchett, RD Diefenderfer and Walter Chase were present. Other attendees for the Town: Town Administrator Braband, Sheriff Gamble and Lt. Bollinger from Talbot County Sheriff's Office. Public attendees: Don English

**Amendments to the Agenda:** Commissioner Diefenderfer made a motion to approve the agenda as presented. Commissioner Newnam seconded the motion. All approved.

**Presentation of Minutes:** Commissioner Diefenderfer made a motion to approve the minutes as presented. Commissioner Newnam seconded the motion. All approved.

**Clerk's Report:** Administrator Braband presented the Clerk's report, the General Fund and the Enterprise Fund budgets that are filed in the records.

Administrator Braband stated that she spoke with both Roy from TGM Group and Amy from Accounting Strategies regarding the segregation of duties comment in the Audit communications that Mr. Chase addressed at the last meeting. Amy and Roy are working together to see if there is an acceptable schedule for Amy's accounting firm to come in more times than they currently do, review the financials and the cost to do so in an attempt to have the comment removed from future audits. A proposal will be given to the Council once it has been received.

Administrator Braband stated that she has a meeting scheduled for December 17<sup>th</sup> with MDE to discuss financing for the Well project and the Main Street water line replacement project. Administrator Braband stated that she has talked to Rasheeda at USDA regarding funding sources for the Main Street water line replacement project as well and was told that USDA may require an Environmental Study to be done prior to applying for funding. Rasheeda will check into the requirement and if one is required Administrator Braband will contact GMB to obtain a cost and present the information for Council approval.

Administrator Braband stated that she also spoke with Scott from CDBG regarding grant opportunities and was told that the Town did not meet the low-median income threshold the last time an income study was done. Scott suggested that the Town consider doing another Town wide study and he is getting the steps to do so together for Administrator Braband. The Town would have to have a minimum 95% response rate to qualify for the study. If the Town is able to meet the threshold then the Town would be eligible for up to \$800,000 in grant funding.

Administrator Braband stated that she met with a rep from Delmarva Power to discuss a new program that they have concerning street lights. Delmarva Power will convert 20 street lights to LED per year at no cost to the Town. Administrator Braband conducted an audit of the Town's street lights and submitted the information to Delmarva Power. The Delmarva Power rep is getting together a cost for the Town to convert more than 20 street lights a year if the Town elected to do so and the projected savings from the conversion.

Administrator Braband stated that the Town's apartment is still empty as the individual who signed the lease did not pay the deposit or first month's rent and now will not return any phone calls. The availability has been advertised again but no applications have been received. Administrator Braband stated that she will continue to look for a tenant.

### **COMMITTEE AND DEPARTMENT REPORTS**

**Talbot County Sheriff's Office:** Lt. Bollinger read the November report that is filed in the records and reported that for the first time in a long time the Sheriff's Office is at full staff.

**Public Works:** President Fegel read Superintendent Callahan's report that is filed in the records.

**Planning & Zoning:** President Fegel stated that the Planning Commission is continuing to work on the Comprehensive Plan and their next meeting is December 18<sup>th</sup>.

**Communications:** None

**Attorney Updates:** Attorney Booth is out sick tonight.

**Executive Session:** President Fegel stated that an executive session was held on November 7, 2018 to obtain legal advice and discuss a contract matter.

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

**Resolution 2-2018** – A Resolution of the Town of Trappe authorizing the renewal of a Line of Credit Promissory Note with Shore United Bank in the principal amount of \$200,000.00, of which the sum of \$182,433.99 has been drawn and borrowed for various town expenses pursuant to prior legislative acts of the Council of Trappe was read by President Fegel. With no comments from the Council, Commissioner Chase made a motion to adopt Resolution 2-2018. Commissioner Newnam seconded the motion.

VOTE:

Newnam – Y    Fegel – Y            Pritchett – Y    Diefenderfer – Y            Chase – Y

All approved, motion carried.

**Resolution 3-2018** - A Resolution of the Town of Trappe authorizing the renewal of a Line of Credit Promissory Note with Shore United Bank in the principal amount of \$100,000.00, of which the sum of \$67,844.78 has been drawn and borrowed for various town expenses pursuant to prior legislative acts of the Council of Trappe was read by President Fegel. With no comments from the Council, Commissioner Chase made a motion to adopt Resolution 3-2018. Commissioner Newnam seconded the motion.

VOTE:

Newnam – Y    Fegel – Y            Pritchett – Y    Diefenderfer – Y            Chase – Y

All approved, motion carried.

**Other Business:**

Proclamation – President Fegel stated that at the last Council meeting a letter was read from Mr. Jim Dawson asking the Council to consider honoring Mrs. Lois Baker for picking up trash from the Town streets every day. President Fegel read the Proclamation that was prepared for Mrs. Baker and it was signed by all the Council members. Mrs. Baker was unable to attend the meeting so it will be mailed to her.

**Public Questions/Comments:** None

**Executive Session:** An executive session is requested to discuss a personnel matter. Commissioner Newnam made a motion to enter into executive session at 7:18 pm. Commissioner Diefenderfer seconded the motion and it was unanimously approved.

At the conclusion of the closed session at 7:35 pm, Commissioner Newnam made a motion to reconvene the open meeting. Commissioner Diefenderfer seconded the motion and it was unanimously approved.

There being no further business to discuss, Commissioner Newnam made a motion at 7:35 pm to conclude the meeting. Commissioner Diefenderfer seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator/Clerk