

COUNCIL OF TRAPPE
VIA CONFERENCE CALL DUE TO COVID-19
APRIL 1, 2020

PUBLIC HEARING – 6:45 PM

President Newnam opened the public hearing at 6:45 pm. Council members RD Diefenderfer, Norm Fegel, Tonya Pritchett and Walter Chase were present via conference call. Other attendees for the Town: Town Administrator Braband and Town Attorney Ryan.

Ordinance 1-2020 – An Ordinance of the Town of Trappe approving and adopting certain revisions to the PUD Plan and Design Guidelines for the Lakeside Planned Neighborhood Zoning District. Attorney Ryan stated that after discussion the Council has decided to only consider essential Town business at this time due to COVID-19 and until a determination has been made about the best way to hold a public hearing the Council has decided to postpone the public hearing on Ordinance 1-2020 until the Council's May 6th meeting. Commissioner Diefenderfer made a motion to defer the public hearing on Ordinance 1-2020 until May 6th. Commissioner Chase seconded the motion. All approved.

Ordinance 2-2020 – An Ordinance of the Town of Trappe for the conveyance of property located at 29428 Sullivan Street, Trappe, Maryland, and identified in the tax records of Talbot County as Parcel 1807 of Map 300 to Edward Moore and Jonathan Moore was read by President Newnam. Attorney Ryan stated that the Ordinance was initially introduced with the wrong address but the tax map and parcel number were correct. The Ordinance has since been corrected. No public comment.

With no further comments Commissioner Fegel made a motion to close the public hearing at 6:50 pm. Commissioner Chase seconded the motion.

Council of Trappe Meeting: President Newnam called the meeting to order at 7:00 pm.

Commissioner Chase made a motion to pass all committee and department reports. Commissioner Diefenderfer seconded the motion. All approved.

Commissioner Diefenderfer made a motion to approve the March 4, 2020, March 11, 2020 and March 24, 2020 meeting minutes as presented. Commissioner Chase seconded the motion. All approved.

Attorney Updates – Attorney Ryan stated that she had received 3 quotes for survey work on the Town Office property. The first quote was from Fink, Wittman and Associates for \$500.00 but that does not include a plat. The second quote was from Lane Engineering for \$1,500 - \$1,700 and the third quote was from Rauch Engineering for \$2,000. After discussion the Council asked Attorney Ryan to call Fink, Wittman and Associates to get a cost for a plat.

Executive Session – President Newnam stated that an executive session was held on March 4, 2020 to obtain legal advice.

ORDER OF BUSINESS BEFORE THE COUNCIL

New Business:

Ordinance 1-2020 – An Ordinance of the Town of Trappe approving and adopting certain revisions to the PUD Plan and Design Guidelines for the Lakeside Planned Neighborhood Zoning District. President Newnam stated that the Council has postponed this Ordinance till the Council May 6th meeting.

Ordinance 2-2020 – An Ordinance of the Town of Trappe for the conveyance of property located at 29428 Sullivan Street, Trappe, Maryland, and identified in the tax records of Talbot County as Parcel 1807 of Map 300 to Edward Moore and Jonathan Moore was read by President Newnam. Commissioner Fegel made a motion to approve Ordinance 2-2020. Commissioner Diefenderfer seconded the motion.

VOTE:

Newnam – Y Fegel – Y Pritchett – Y Diefenderfer - Y Chase – Y
Motion approved.

Resolution 4-2020 – A Resolution of the Council of Trappe adopting the Utility Billing Clerk job description was read by President Newnam. Commissioner Pritchett made a motion to approve Resolution 4-2020. Commissioner Fegel seconded the motion.

VOTE:

Newnam – Y Fegel – Y Pritchett – Y Diefenderfer - Y Chase – Y
Motion approved.

Other Business:

Commissioner Pritchett asked the Council for permission to send tobacco flyers out with the Town’s next water bill to comply with the grant requirements. The grant will pay for any additional postage that may be necessary. The Council approved Commissioner Pritchett’s request.

Muni-Link Software Agreement Approval – Administrator Braband stated that Muni-Link has submitted their contract for the new water and sewer billing software. Attorney Ryan stated that she has reviewed the contract and the contract states that if an action arises out of this agreement then the Town would have to go to Court in Blair County, PA and there is a provision that Muni-Link can change the services at any time but she would like to lock the services in for at least a year. Administrator Braband stated that the changing the services at any time clause refers to additional services being added that they are currently working on now, for example the mass notification ability that is being developed. Commissioner Fegel made a motion to approve the Muni-Link contract. Commissioner Chase seconded the motion.

VOTE:

Newnam – Y Fegel – Y Pritchett – Y Diefenderfer - Y Chase – Y
Motion approved.

Public Questions/Comments:

Commissioner Chase stated that the midges are back and Superintendent Callahan stated that he needed Council approval to purchase the chemicals to kill them again. The Council agreed that Superintendent Callahan did not need permission as the funds are already included in the budget.

There being no further business to discuss, Commissioner Fegel made a motion at 7:20 pm to conclude the meeting. Commissioner Chase seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator/Clerk