

COUNCIL OF TRAPPE MINUTES

TRAPPE TOWN HALL

DECEMBER 7, 2011

7:15 P.M.

President Croswell opened the public hearing(s) at 7:15 p.m. for Ordinance 9-2011 and Ordinance 10-2011. Beginning with Ordinance 9-2011 the President read the title aloud and noted that the ordinance had been available on line, in the town office, and was duly advertised in the Star Democrat. Town Planner Jennifer Shull provided background on the origin of the ordinances. President Croswell asked for public comment, and comment from the Council. There was none. The hearing closed at 7:21 p.m.

Public hearing on Ordinance 10-2011 was opened by President Croswell at 7:21 p.m. The President read the title aloud noting that this ordinance had been available on line, in the town office and was duly advertised in the Star Democrat. Ms Shull's previous explanation of background included Ordinance 10-2011. President Croswell asked for public comment, and comment from the Council. There was none. The hearing was closed at 7:23 p.m. A brief recess ensued until the regular meeting at 7:30 p.m.

President Croswell opened the regular meeting of the Council of Trappe at 7:30 p.m. Commissioners Rose Potter, Walter Chase, Richard Dorbin and Shawn Moore were present.

Amendment to the Agenda-President Croswell announced that a request had been received from the Rural Life Museum and that would be placed on the agenda in lieu of the quilt drawing. The quilt drawing will take place after the conclusion of the meeting. There was no objection.

Presentation of Minutes-Commissioner Potter made a motion to accept the minutes as presented. Commissioner Moore seconded the motion. All were in agreement

Financial Statements-The financial statements have been submitted and filed for audit.

Clerk's Report-Joedy Cecil-Mrs. Cecil report is attached to the minutes, and reflected:

Emergency fund CD's \$104,921.78; Operating reserve \$89,128.24; General checking \$5,818.95

Enterprise checking \$37,033.08; Accounts Receivable-Taxes \$9,616.38; Water/sewer current month billing\$38,300.99; Water/sewer more than 30 days past due \$19,855.40; Grant Rocks Engineering \$39,250.71

General disbursements: \$41,667.95

Enterprise disbursements: \$24,340.81

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Local income taxes received \$140,779.85 received this week.

COMMITTEE REPORTS

Public Safety-Commissioner Chase-Commissioner Chase deferred to Chief George Ball. Chief Ball gave his monthly report during which he extended his thanks to Commissioner Dorbin for his support, and congratulations to Norm Fegel on his election. Chief Ball also noted that the new traffic pattern at White Marsh Elementary School is working well. State Highway has agreed to provide and install new directional signage for the school drop off zone.

Public Works-President Croswell noted that the report of Steve Callahan was attached, and the report included normal maintenance, testing, etc. President Croswell also noted that Steve had completed and passed his Class 5A Wastewater Treatment Plant License exam this week, and that the application for the license had been made and would be forthcoming.

Parks and Recreation-Commissioner Potter-Commissioner Potter reported that the work to replace the woodcarpet surface at the playground on Harrison Circle by Playground Specialists has been delayed due to weather. It is expected to begin after the first of the year but is weather dependent.

Planning and Zoning-Jennifer Shull-Ms Shull reported that the Board of Appeals held a public hearing on November 30th and affirmed the Special Exception request to operate a bakery at 4014 Main Street. Known as "Serendipity" the new business will be open five days a week from 7 a.m. to 3 p.m. offering cheesecake, scones, muffins, coffee and sweet treats.

Communications-President Croswell reported the following: the paving and sidewalk repairs have been completed; the Town has received the FY 2010-2011 Audit which is available on the town website; the Sullivan Street apartment is in process of having new windows installed, and some unexpected rot in the door sills has been discovered and will need repaired.

Attorney Updates-Brynja Booth-Mrs. Booth reported she will be traveling to Annapolis to meet with the Assistant Attorney General regarding an exemption for Trappe from the new State Ethic Regulations. Several small towns have applied for exemption from new strict financial disclosure regulations that would apply to all staff.

Installation of newly elected council person- Clerk Joedy Cecil certified the results of the Special Election held on Tuesday, November 30th. Norm Fegel received 48 votes; Cheryl Lewis received 47 votes; and Patricia Bridges received 26 votes.

President Croswell invited Commissioner Dorbin to make any remarks. Commissioner Dorbin said he is sorry to be stepping down, however, he will remain active in the area and has several ideas he would like to share with the Council. He congratulated Norm Fegel on his election.

Talbot County Clerk of the Court Mary Ann Shortall provided the oath of office to Norm Fegel. Commissioner Fegel was then seated with the Council.

ORDER OF BUSINESS BEFORE THE COUNCIL

ORDINANCE 9-2011 - AN ORDINANCE OF THE COUNCIL OF TRAPPE AMENDING SECTION, 12, OF THE TRAPPE ZONING ORDINANCE TO ADD A SUBSECTION TO REQUIRE A PERMIT BE ISSUED PRIOR TO THE PLACEMENT OF A PORTABLE STORAGE CONTAINER OR A LARGE REFUSE CONTAINER AND TO FURTHER REGULATE THE USES THEREOF

President Croswell asked for discussion or questions. There were none.

Motion by Commissioner Potter to adopt Ordinance 9-2011. Seconded by Commissioner Fegel.

Vote:

Fegel - Y Potter - Y Croswell - Y Chase - Y Moore - Y

ORDINANCE 10-2011 AN ORDINANCE OF THE COUNCIL OF TRAPPE AMENDING SECTION 4 OF THE TRAPPE TOWN CODE TO ADD ARTICLE VII REGULATING THE PLACEMENT OF LARGE REFUSE AND STORAGE CONTAINERS ON ANY PUBLIC STREET, ROADWAY OR ALLEY WITHIN THE TOWN

President Croswell asked for discussion or questions. There were none.

Motion by Commissioner Chase to adopt Ordinance 10-2011. Seconded by Commissioner Moore.

Vote:

Fegel - Y Potter - Y Croswell - Y Chase - Y Moore - Y

Sullivan Street Apartment Renovations Discussion regarding the installation of central air continued from last meeting. President Croswell stated that funds originally borrowed for purchase of property and renovations did not include funds for central air. The price obtained with the renovation bid for central air was for an economy unit that is not energy efficient. To upgrade to a more efficient unit would result in a shortage of \$3,0000 to

\$6,000. It has been determined that the door sills are rotten and must be replaced which will use up available funds.

Options are: #1 not install central air conditioning #2 purchase new window units
#3 install new central air conditioning #4 do nothing about the air conditioning until spring

Commissioner Fegel stated he did not support window air conditioners due to wear/tear on new windows.

Commissioner Moore inquired if funding were available for street repairs needed at Marvel and Seymour.

President Croswell stated that the town can afford the central air without borrowing funds; and that some funds have been designated for minor improvements to the stormwater issues at Marvel/Seymour. Sustainable improvements to Marvel/Seymour will be a multiyear project.

Commissioner Chase stated that the town should spend the \$15,000 and install central air while the walls are open. Discussion on what utilities the tenant will pay, amount of rent anticipated and other improvements to the property.

Motion by Commissioner Fegel to install heat pump/air conditioning and review appropriate size units. Commissioner Chase seconded the motion.

Vote:

Fegel - Y Potter - Y Croswell - Y Chase - Y Moore - N

President Croswell suggested insulation be installed in the apartment ceiling. Discussion on merits of insulation.

Motion by Commissioner Fegel to authorize the Council President to authorize the contractor to increase the insulation in the Sullivan Street property attic not to exceed \$2,000.00. Commissioner Chase seconded the motion.

Vote:

Fegel - Y Potter - Y Croswell - Y Chase - Y Moore - Y

Ordinance 11-2011 AN ORDINANCE OF THE TOWN OF TRAPPE AMENDING THE
GENERAL BUDGET BY ORDINANCE 5-2011 FOR THE FISCAL YEAR

BEGINNING ON JULY 1, 2011 AND ENDING ON JUNE 30, 2012 TO ADJUST CERTAIN LINE ITEMS AND TO RE-APPROPRIATE CERTAIN FUNDS.

President Crowell stated that this amendment would allocate \$168,605.00 of unallocated funds from last year. He stated that there were no changes to the Enterprise budget and reviewed each line item in the General Fund budget that was adjusted. An additional \$10,000 was earmarked for addition to the contingency fund. There was discussion regarding which Debt Service option to choose.

Option #1 Pay off the Police Dept Renovations \$16,769.00; and use the balance of \$58,925.12 to pay down the town's oldest line of credit.

Option #2 Pay off the Police Dept Renovations \$16,769.00; and use the balance of \$58,925.12 to apply to the mortgage on the Sullivan Street property which would release the Town Hall as security for the mortgage. This would significantly reduce the principal on the mortgage.

Discussion of merits of each option.

Mr. Richard Dorbin requested the Council consider adding a line item to the budget for a educational savings program for children who live in Trappe. President Crowell suggested this be considered for next year's budget after Mr. Dorbin has an opportunity to work out the details, and can present a more complete concept. The budget process for next year will begin in February.

Commissioner Chase requested a line item donation to the Rural Life Museum in the amount of \$450 for programs. There was consensus by the board to add a line item for museum programs. There was agreement that funds would not be given to the museum for physical improvements since they do not own the land, and it would not be prudent to give funds to a for profit entity (landowner). Commissioner Chase then requested the donation to the museum for programs be increased to \$1,000.00.

Motion by Commissioner Chase to present Exhibit A of Ordinance 11-2011 with Debt Service Option #2 to with changes to include \$1,000 for Rural Life Museum of Trappe programs. Commissioner Fegel seconded the motion

Vote:

Fegel - Y Potter - Y Crowell - Y Chase - Y Moore - Y

President Crowell set the public hearing on Ordinance 11-2011 for January 4, 2012 at 7:00 p.m.

Lakeside Development Water and Wastewater Engineering Study-President Crosswell

reported that last winter the developer had been required to review several suitable designs to upgrade wastewater treatment plant that reduced nitrogen level to less than 3 milligrams per liter. The current plant level is in the high teens. The developer reviewed Maryland Department of Environment's list of acceptable designs and considered other experimental designs and recommended three designs which were reviewed by the wastewater superintendent, the town's consulting engineer, and the Council President. The three options listed will need further analysis after which the town will select one for full design.

[Recommended Alternatives

With the recognition of the subjective nature of the evaluation process, and in the interest of moving the project forward, the Town staff has discussed the alternatives and has concluded that the following alternatives should be the three (3) systems selected for more detailed evaluation:

1. A system that uses the existing extended aeration tank as a part of the biological treatment process. This would appear to be the MLE system at first blush. If the (developer's) engineer prefers the Biolac system, he should submit the relative merits of that system when compared to the MLE. The system is to include a post anoxic zone for denitrification before the use of the filters.

2. The Bardenpho Method configured in slug flow mode. The merits of an anaerobic stage must be included in the detailed evaluation.

3. A Closed Loop (Oxidation Ditch) Activated Sludge System The oxidation ditches have less maintenance of diffusers, and are generally more "forgiving" due to the larger volumes. After review of the relative merits, the Carrousel Oxidation Ditch is the preferred system because it includes the post anoxic zone and does not have nitrate recycle pumps. If the (developer's) engineer prefers to use an ORBAL system, he must submit the relative merits when compared to the Carrousel.]

Motion by Commissioner Fegel to authorize the developer to proceed with engineering feasibility study of the three system designs recommended by the Town Engineer. Commissioner Potter seconded the motion.

Vote:

Fegel - Y Potter - Y Crosswell - Y Chase - Y Moore - Y

Motion carried. The Town attorney was directed to prepare a letter of acceptance of design recommendation to the developer for President's signature.

Christmas Tree Collection Date-The Rural Life Museum of Trappe volunteers have offered to pick up discarded trees in January. There was consensus by the Commissioners that Friday, January 20th was an appropriate date for tree collection. Notice will be placed in the Index alerting residents of this free service.

December Water Service Turn-offs-President Croswell suggested delaying the disconnection of water service to those residents whose water bills were past due until after the Christmas holiday. (Water is billed monthly, and those accounts that are three months or more in arrears are turned off for non-payment.) There was consensus by the Commissioners to delay water turn-off until the second week in January

Other Business-Commissioner Chase asked Bob Rauch for an update on the Lakeside project. Mr. Rauch stated the project was in a study period with several interested parties, and expressed gratitude for the town's continued support.

Rural Life Museum-A letter was received today from the museum, at President Croswell's suggestion, requesting the donation of the gold ball that used to be on the old water tower. The museum plans to acquire a portion of the old water tower to use as a pavilion at their site, and the ball would be reattached to the tower top. Without objection the Commissioners agreed to give the ball to the museum with the understanding that the museum was responsible for moving it.

Benediction-Rev. David Hackett

Adjourned at 9:15 p.m.

Respectfully submitted by,

Joedy Cecil, Clerk

Approved, Robert Croswell, President