

## COUNCIL OF TRAPPE MINUTES

APRIL 7, 2010

7:30 P.M.

### TRAPPE TOWN OFFICE

The regular Council of Trappe meeting was opened by President Robert Croswell and called to order at 7:30 p.m. Commissioners Walter Chase, Richard Dorbin and Rose Potter were present. Commissioner Norm Fegel was absent due to family emergency. Clerk Joedy Cecil was absent due to a family emergency. Planner Jennifer Shull recorded the minutes in the absence of Mrs. Cecil.

**Amendment to the Agenda:** Commissioner Croswell proposed changing the order of the agenda to move two items forward in the agenda: the grass cutting bids, and request for a home occupation permit. There amendment to the agenda was accepted as proposed without objection.

**Presentation of the Minutes:** The minutes of the March 3, 2010 meeting were accepted as presented. Commissioner Croswell noted that a special council workshop was held on March 24, 2010 on the budget which was poorly attended by the public.

**Financial Report:** The financial report was presented to the Commissioners for review and filed for audit.

### **COMMITTEE REPORTS**

#### **Clerk's Report: Town Clerk**

Ms Shull read Mrs. Cecil's monthly report aloud. A copy was provided to the Commissioners and will be filed with the minutes.

#### **Police Report: Commissioner Chase**

Chief Ball gave his monthly report. A copy was provided to the Commissioners and will be filed with the minutes. Chief Ball also requested an opportunity to meet in closed session with the Council regarding the task force and Trappe.

#### **Planning & Zoning: Commissioner Fegel**

Ms Shull reported that several members of the Planning Commission have completed the State required training program for Planning and Board of Appeals members.

### **Parks: Commissioner Potter**

Commissioner Potter reported that the work order to move fencing to Nace's Park had been issued. Commissioner Croswell noted that today he observed the fencing had been moved to the new location but not yet installed.

### **Communications: Commissioners Dorbin, Potter and Croswell**

Commissioner Croswell noted a public works report had not been received. Well #5 has been out of service, and has been repaired. New pipe will be installed, and the well will need to be disinfected and tested.

## **NEW BUSINESS**

### **Grass Cutting Contract for 2010**

A total of six bids were received and opened by the Commissioners. Bids were received from A & B Lawn and Garden LLC, Beverly Estates Lawn Care, Jason Bowen, Bridges Land Management, Brummell Does and Faulkner Lawn Service. The bid of \$305.00 per cut per week submitted by Beverly Estates Lawn Care was the low bid.

### **Home Based Business Permit**

The Commissioners reviewed a request from Nancy Banks of 3834 Rumsey Drive to operate a state licensed family daycare in her home for up to 8 children. Ms Banks testified that she made the application to support her family of four children, and to allow her to spend more time with her children. A letter of support was attached to the application from her landlord. Commissioner Croswell asked if there were any questions from the public. Yvonne Bartolomeo asked if the daycare were permitted would that change Ms Bartolomeo's property to commercial. Ms Shull and Mrs. Booth stated it did not change the zoning of the property. There were no other comments for or against the application. Commissioner Croswell stated two letter of concern had been received.

Commissioner Croswell asked to discuss the grass bids; the matter of the drug task force that Chief Ball had concern with, and the home based business application in closed session with the attorney.

Motion by Commissioner Chase to move to Executive Session for advice on the home occupation permit, advice on the sufficiency of the grass cutting bids, and Chief Ball's request regarding the drug task force and the town. Commissioner Potter seconded the motion.

Vote:

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Dorbin – Y                      Potter-Y                      Crowell-Y                      Chase-Y                      Fegel-absent

Chief Ball was invited to join the Council and Mrs. Booth in the executive session. The executive session began at 8:00 p.m. Chief Ball returned to the meeting room at 8:15 p.m. The Council returned to the meeting room at 8:20 p.m.

Motion by Commissioner Dorbin to resume open session. Commissioner Chase seconded the motion.

Vote:

Dorbin-Y                      Potter-Y                      Crowell-Y                      Chase-Y                      Fegel-absent

**Grass Cutting Contract for 2010**

Commissioner Crowell stated that the bids were in order. Motion by Commissioner Potter to award the 2010 grass cutting contract to the low bidder, Beverly Estates Lawn Care of East New Market, with a bid of \$305.00 per cut per week. Commissioner Dorbin seconded the motion.

Vote:

Dorbin-Y                      Potter-Y                      Crowell-Y                      Chase-Y                      Fegel-absent

**Home Based Business Permit**

Commissioner Crowell stated that the permit application was in order. Commissioner Potter asked Ms Banks for clarification about the number and ages of her own children. Ms Banks stated she has four children which did not count in her state license for eight as they were older than six years of age. Ms Banks stated her teenage son is in training with the military and will move out this summer, and she has three daughters ages 11, 12 and 14. There were no additional questions.

Motion by Commissioner Chase to grant a license to Ms Nancy Banks of 3834 Rumsey Drive for a home daycare for up to eight children. Commissioner Dorbin seconded the motion.

Zoning Administrator Don English stated that Ms Banks should be required to submit a copy of her state license to the town upon receipt, and that the town license is subject to state licensing being obtained. The request was duly noted.

Vote:

Dorbin-Y                      Potter-Y                      Crowell-Y                      Chase-Y                      Fegel-absent

**OLD BUSINESS**

**RESOLUTION 1-2010** A RESOLUTION OF THE COUNCIL OF TRAPPE ADOPTING THE COMPREHENSIVE PLAN FOR THE TOWN OF TRAPPE. Commissioner Croswell asked Ms Shull to make comments. Ms Shull commended the Planning Commission and Council as they have worked hard on the plan. She noted that while the state mandates the plan be updated every six years it is a vision of the town, and belongs to the residents of the community. She stated that based on comments heard about population projects the Planning Commission revised the number downward. She stated that there were two joint public hearings with the Council held in town, and correspondence with State and Local agencies.

Commissioner Chase commented that after reading the plan Trappe not only has police protection but a police department. Commissioner Potter commented that the plan is an interesting read, and encouraged others to read it as well. Commissioner Croswell praised the Planning Commission for their efforts and stated where the comp plan can be found on line at the town website [www.trappemd.net](http://www.trappemd.net) as Resolution 1-2010.

Motion by Commissioner Dorbin to accept Resolution 1-2010 Trappe Comprehensive Plan as recommended by the Planning Commission. Commissioner Chase seconded the motion.

Vote:

Dorbin-Y                      Potter-Y                      Croswell-Y                      Chase-Y                      Fegel-absent

**ORDINANCE 3-2010** AN ORDINANCE OF THE TOWN OF TRAPPE AMENDING THE TRAPPE ZONING ORDINANCE BY REPEALING THE DEFINITION OF “HOME BASED BUSINESS” AS SET FORTH IN TITLE III, SECTION 2, AND ADOPTING A NEW DEFINITION OF “HOME BASED BUSINESS” AND A DEFINITION OF “HOME OCCUPATION”;.....presented for consideration of introduction.

Motion by Commissioner Dorbin to introduce Ordinance 3-2010. Commissioner Potter seconded the motion.

Vote:

Dorbin-Y                      Potter-Y                      Croswell-Y                      Chase-Y                      Fegel-absent

A public hearing date was set for May 5, 2010 at 7:00 p.m. prior to the regular meeting.

**Police Headquarters Renovation Proposals** Commissioner Croswell read the two proposals received: D.E. Yeatman Construction Inc of Denton bid \$13,775 with options. Gary Bullard Construction of Salisbury bid \$12,896 with the options. The proposals were glanced over by the town attorney, and everything seems to be in order.

Several financing items need to mesh together.

Motion by Commissioner Chase to award renovation contract to Bullard Construction of Salisbury in the amount of \$12,896. Motion was seconded by Commissioner Potter.

Vote:

Dorbin-Y                      Potter-Y                      Croswell-Y                      Chase-Y                      Fegel-absent

**NEW BUSINESS**

**ORDINANCE 1-2010** AN ORDINANCE OF THE TOWN OF TRAPPE AUTHORIZING A LINE OF CREDIT PROMISSORY NOTE WITH THE TALBOT BANK IN THE PRINCIPAL AMOUNT OF \$100,000, THE PROCEEDS OF WHICH MAY BE USED TO PROVIDE INTERIM FINANCING FOR RENOVATIONS TO THE TOWN OFFICE FOR THE RELOCATION OF THE TRAPPE POLICE DEPARTMENT, AND FOR STREET REPAIRS, AND TO COVER OTHER PUBLIC EXPENSES AND INDEBTEDNESS THAT MAY ARISE FROM TIME TO TIME, SAID LOAN TO BE REPAID BY THE CITIZENS OF TRAPPE, AND THAT THE TOWN WILL PLEDGE ITS FULL FAITH AND CREDIT TOWARD THE REPAYMENT OF THE LOAN

Commissioner Croswell stated that when renovations were first considered the thought was to borrow the money for five years; we are also looking at considerable expense for repairs for the well-we estimate it will be \$25-35,000; and then we need to address the storage needs of the Christmas lights that were on the poles. A pre-approved line of credit from Talbot Bank has been obtained to be used as we need. We would subsequently pass resolutions to use the money as we need it. The Town will only pay interest on the portion that has been drawn at 3 ¼%. The terms are the same as previously offered to the town. A public hearing is required and it is presented for consideration of introduction. Commissioner Croswell stated it is the Council's intent to pay off the funds borrowed for the police department within five years. Other major infrastructure projects may require a longer repayment period.

Motion by Commissioner Potter to introduce Ordinance 1-2010. Motion was seconded by Commissioner Chase.

Vote:

Dorbin-Y                      Potter-Y                      Crosswell-Y                      Chase-Y                      Fegel-absent

A public hearing will be held on Wednesday, May 5, 2010 at 7:15 p.m. before the regular meeting.

**ORDINANCE 2-1010** AN ORDINANCE OF THE TOWN OF TRAPPE ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011, AND ESTABLISHING A TAX RATE OF \$.29 PER \$100 OF ASSESSED REAL PROPERTY VALUE AND A TAX RATE OF \$.54 PER \$100 OF ALL COMMERCIAL OR BUSINESS PERSONAL PROPERTY AND PUBLIC UTILITIES; AND ALSO ADOPTING AN ENTERPRISE BUDGET FOR THE TOWN'S WATER AND SEWER OPERATIONS. This item presented for consideration of introduction.

Commissioner Crosswell stated that a workshop was held on March 24<sup>th</sup> that was poorly attended by the public. There will be a public hearing on the budget. The newspaper noted an error made in the Commissioners salaries. Those eligible for an increase would not collect it until FY 2011. The budget should be available on line by the end of the week

The regular trash collection is proposed to be \$90 a year instead of \$60. The increase is due to the closing of the landfill in Easton, and an increase in tipping fees. The town has provided a bulk trash service which is often abused. Many of the other towns charge for collections of appliances, etc All of the Commissioners would be interested in receiving comments from the public on the budget and the bulk trash collection either in writing or in person.

On the Enterprise side our costs continue to go up. The chemical costs have gone up. Electricity has gone down a little. The budget looks to come up with a \$27,000 deficit depending on how much equipment needs to be repaired or replaced. Last year there were several major expenses. Not proposing a water rate increase at this point. Would like to review the rates at midyear. The Enterprise budget doesn't have to be a balanced budget.

Motion by Commissioner Chase to introduce Ordinance 2-1010. Commissioner Potter seconded the motion.

Vote:

Dorbin-Y                      Potter-Y                      Crosswell-Y                      Chase-Y                      Fegel-absent

Public hearing is scheduled for Wednesday, April 28, 2010 at 7:00 p.m.

**Mosquito Control Contract** The Town received a contract from the State of Maryland for renewal of mosquito control in the amount of \$1,150.00.

Motion by Commissioner Chase to award contract. Commissioner Dorbin seconded the motion.

Vote:

Dorbin-Y                      Potter-Y                      Croswell-Y                      Chase-Y                      Fegel-absent

**Storage Barn Purchase** Commissioner Croswell stated the renovations on the garage could begin in as little as two weeks, and the remaining items in the garage needed to be removed. He obtained prices from Pop's Market in Trappe for a new outdoor storage shed for the Christmas lights. The quoted price for a 12 x 24 shed was \$4,300, and this item was in stock. The other quote was for a 12 x 28 shed for \$4,950 which would take 3-4 weeks to receive. Commissioner Croswell stated that some site prep work was needed before the shed was set.

Mr. Hudkins asked if there was electricity in the sheds to facilitate the annual testing of the Christmas lights. Commissioner Croswell stated that neither shed was wired. There is access to electric at the plant via extension cords, or the portable generator could be used.

Motion by Commissioner Potter to purchase the 12 x 24 shed from Pop's Market for \$4,300.00. The motion was seconded by Commissioner Dorbin.

Vote:

Dorbin-Y                      Potter-Y                      Croswell-Y                      Chase-Y                      Fegel-absent

Commissioner Chase then asked how long it would take to complete the police renovations, and would they be in the new facility by the end of next month. Commissioner Croswell stated the contractor had indicated it was a two week project, and he could begin in about two weeks.

### **Announcements**

April 17<sup>th</sup>-Little League Opening Day (Trappe Police Dept will be represented by a Tee ball team) 10:00 am

April 19<sup>th</sup> - Deadline for submitting items for the May issue of *The Index*

April 21<sup>st</sup> 7:30 pm - Trappe Planning Commission meeting

April 21<sup>st</sup> 4:00 pm until - Trappe Vol. Fire Co. Soup Day

April 22<sup>nd</sup> 6:00 pm – Informational meeting on Trappe discharge permit renewal, in the Easton Welcome Resource Center's 2<sup>nd</sup> floor meeting room, 11 S. Harrison St., Easton, MD.

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Rev Rust announced a Community Worship will take place September 12<sup>th</sup>. All are welcome.

No further business the meeting closed with a benediction by Rev Maleia Rust

The meeting adjourned at 9:15 p.m.

Respectfully Submitted by

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Jennifer A. Shull, Planner

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Approved by: Robert H. Croswell, President

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