

1 **TOWN OF EASTON, MARYLAND**
2 **Easton Town Hall**
3 **14 S. Harrison Street**
4 **Budget Workshop**

5 April 5, 2017

6
7 **PRESENT AT CONVENING**
8

9 Mayor Robert C. Willey
10 Council President John Ford
11 Councilmember Alan I. Silverstein
12 Councilmember Pete Leshner
13 Councilmember Ron E. Engle
14 Councilmember Megan M. Cook
15

16
17 **IN ATTENDANCE**
18

19 Also in attendance were the Town Manager Mr. Richardson, and Town Clerk Mrs. Ruf.
20

21 **CONVENING**
22

23 President Ford called the meeting to order at 6:30 p.m. and led those present in the Pledge of Allegiance.
24

25 **Mayor's opening comments**
26

27 Mayor Willey stated that the budget is balanced. He stated that any additions to the budget would have
28 to have a funding source. Waiting on insurance and Highway User numbers. Big issue in Capital side.
29

30 **Police Department**
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32 Present were: Chief Spencer, Deputy Chief Waltrup and Executive Assistant Kay Spence.
33

34 Chief Spencer thanked the council for the opportunity to address them this evening.
35

36 Chief Spencer stated that the operating budget was left intact. The Capital budget had six items cut and
37 they are looking at alternative revenue sources to procure those items. He discussed the \$20,000
38 recording system for the interview room which is mandated by law. He stated that their current
39 recording system has been in place since 2010 and only works intermittently.
40

41 Mr. Silverstein asked about Red Camera funds.
42

43 Chief Spencer stated that those funds can be used for public safety and is earmarked for the body
44 cameras.
45

46 Discussion occurred regarding utilizing funds from drug seizures and Red Light Cameras.
47

48 Salaries and allocations for insurance for the department were discussed.
49

50 Chief Spencer asked the council to keep on their radar their request for two additional officers.
51

52 At 7:08 p.m., Chief Spencer, Deputy Chief Waltrup and Mrs. Spence departed.
53

54 **Planning and Zoning**
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56 At 7:11 p.m., Town Planner, Mr. Thomas and Trevor Newcomb were present to discuss the proposed
57 budget of the department.
58

59 OPEP Calculation and the Professional Services have been adjusted.
60

61 Mr. Newcomb discussed the Professional Services. He discussed the fees associated and stated that
62 they reflect costs more accurately reflected.
63

64 Mr. Thomas stated that there is not much to change but actual costs are better reflected.
65

66 New desk and Customer Service counter are requested for an entry door and an ADA service counter.
67 Clarification regarding salary expenses was discussed. Last year 3 employees in P&Z and in the
68 upcoming year, there will be four employees.

69
70 **Building Code Official**

71
72 At 7:29 p.m., Mr. Thomas Diem joined the meeting.

73
74 Mr. Diem stated that the budget was prepared by statistical information from Mr. Richardson and Mr.
75 Thomas. He discussed the changes in the line items; 5 items that increased and 1 that decreased.

76
77 Mr. Leshar discussed the comparable permitting costs versus the expenses for the department.

78
79 Mr. Silverstein stated that education and group meetings with the contractors is a great way to go.

80
81 Ms. Naylor, Code Enforcement Manager joined the budget workshop.

82
83 Mr. Thomas stated that this department did not see a lot of change; two additions and a request for GIS
84 software and associated license and a handheld radio.

85
86 Contractual services were discussed. Ms. Naylor stated that most of the expenses of \$8,500 is for
87 summer services such as grass cutting.

88
89 Mr. Richardson stated that fees for this department remain the same and are close.

90
91 At 7:44 p.m., Ms. Naylor departed the meeting.

92
93 **Economic Development**

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95 At 7:45 p.m., Mr. Ross Benincasa, Manager, Easton Business Alliance joined the meeting.

96
97 Design and printing of a professional brochure for businesses was discussed.

98
99 Education for courses and training for Economic Development were discussed.

100
101 Discussion regarding tax differential occurred.

102
103 It was the council consensus that the reports from EBA and EEDC are moving in the right direction.

104
105 Mr. Benincasa departed the meeting at 7:55 p.m.

106
107 Mr. Diem departed the meeting at 8:10 p.m.

108
109 **Finance**

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111 At 7:55 p.m., Mrs. Callahan was present to discuss her department's proposed budget.

112
113 Annual audit costs are now realized in the Finance Department.

114
115 Mr. Leshar asked why the property tax amount decreased.

116
117 President Ford asked for clarification regarding the use of Impact Fees and identifying projects.

118
119 Mr. Richardson discussed capital items. He stated that there is \$75,000 in the budget to renovate
120 downstairs as there is a need for a more secure front entrance. He stated as the building is, visitors have
121 full access to the upstairs. Mr. Richardson requested that some funds be put back in.

122
123 In anticipation of a new sound system, Mr. Silverstein thanked the council for the upgrade.

124
125 At 8:25 p.m., Mrs. Callahan and Mr. Newcomb departed the meeting.

126
127 **ADJOURNMENT**

128
129 Upon motion by Mr. Silverstein seconded by Mrs. Cook and carried unanimously, President Ford
130 adjourned the workshop meeting at 8:25 p.m.

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Kathy M. Ruf, Town Clerk