

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

5 April 11, 2011

6
7 **PRESENT AT CONVENING**
8

9 Mayor Robert C. Willey
10 Councilmember Kelley K. Malone
11 Councilmember Pete Leshner
12 Councilmember Leonard E. Wendowski
13 Councilmember Megan M. Cook
14 Council President John F. Ford
15

16 **IN ATTENDANCE**
17

18 Also in attendance were the Town Manager Mr. Karge, and Town Clerk Mrs. Ruf.
19

20 **CONVENING**
21

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

24 Mayor Willey gave opening remarks. He stated that this is a draft of the 2011 – 2012 budget. He stated
25 that it is balanced and any additional requests would have to be funded. OPEB trust has been funded.
26 Raises for all employees average 3%. Tax rate remains the same at \$.52 per hundred. Employees’
27 insurance increase is approximately 8.49%.
28

29 President Ford stated that the Public Hearing for the budget will be Tuesday, May 3 due to advertising
30 requirements.
31

32 **Police Department**
33

34 Present were: Chief Spencer, Deputy Chief Waltrup and Executive Assistant Kay Spence.
35

36 Chief Spencer stated that he has provided an amendment. He discussed the Capital Budget and stated
37 that he reduced the \$54,000 for existing cars to \$40,000 with a savings of \$14,000.
38

39 Chief Spencer discussed the changes to the Operating Budget that shows a substantial savings.
40

41 Mayor Willey asked how the department arrived at the utilities line item and the HVAC amount.
42

43 Chief Spencer discussed averaging the utility costs.
44

45 Mayor Willey stated that the safety equipment has been totally funded for the department. He stated
46 that the three officers that the department has been short also have been funded in the upcoming
47 budget.
48

49 Mayor Willey stated that he would like to find a way to work with the county to reinstate the resource
50 officer at the high school.
51

52 The cost of uniform replacement and badge replacement were discussed.
53

54 Chief Spencer discussed the budget request process in house before justifying the request to the Mayor
55 and Council.
56

57 President Ford reiterated that the budget request had been fully funded. He stated that the only
58 amendments were what were submitted tonight which was a decrease.
59

60 At 7:16 p.m., Chief Spencer, Deputy Chief Waltrup and Mrs. Spence departed.
61

62 **Building Code Official**
63

64 At 7:18 p.m., Mr. Don Richardson was present to discuss the proposed budget of his departments.
65

66 Mr. Richardson stated that he has held the mark in most cases and lowered it in some instances. Mr.
67 Richardson discussed staff changes that occurred during the previous year. He stated that he has put an
68 emphasis on training and certifications. Mr. Richardson stated that his department has a total of six
69 employees. He stated that he is working on condemned properties to make sure buildings are not
70 boarded for more than a year.

71
72 Mr. Richardson stated that the intention for the upcoming year is to do all inspections; HVAC and
73 electrical in house. This will require a master electrician to be on staff.

74
75 Mr. Richardson asked that salary funds be added in the regular salary category for his staff due to
76 certifications and education.

77
78 Mr. Richardson discussed the random rental inspection analysis for properties that have over 30 rental
79 units.

80
81 At 7:37 p.m., Mr. Richardson departed the meeting.

82
83 **Finance Officer**

84
85 At 7:38 p.m., Mrs. Callahan, Finance Officer discussed her department's proposed budget. She stated
86 that there is no real change in the budget except for office furniture for the front office.

87
88 Mr. Wendowski asked about external scanning. Mr. Karge stated that it can be done in house for
89 substantially less than being outsourced.

90
91 Mrs. Callahan stated that Glifton Gunderson will be auditing with a small increase in cost.

92
93 Mrs. Callahan departed at 7:47 p.m.

94
95 **Director, Parks & Recreation**

96
97 Mr. Karge stated that Mrs. Gould is unable to attend.

98
99 Mr. Karge stated that Parks and Recreation is run on a shoe string budget. He stated that his most
100 concern is contractual services which need to be clarified. He encouraged the council to address any
101 questions to Mrs. Gould or himself.

102
103 Mr. Wendowski asked if the town intends to help fund the county pool.

104
105 Mayor Willey stated that an additional \$1,500 was funded for Talbot Partnership Teen Court.

106
107 Discussion occurred regarding the grant for the RTC Park which is to be awarded by the State of
108 Maryland Board of Public Works. Mayor Willey stated that it will not all be spent in the upcoming
109 year. Mayor Willey stated that most will be used for engineering costs.

110
111 Mr. Karge discussed the tenant agreement on the RTC property.

112
113 **Town Clerk**

114
115 Mr. Karge stated that virtually all categories are at the same level as last year.

116
117 **Mayor**

118
119 Mr. Karge stated that the Mayor's numbers are the same.

120
121 **Town Manager**

122
123 He stated that the Town Manager's most significant change is to change Scott Messick to a full time
124 temporary to a full time permanent employee.

125
126 **Council**

127
128 Mr. Karge discussed the council's expenditures. He stated that some of the reason the council's fund is
129 over budget is due to legal fees.

130

131 Mr. Leshner asked for clarification regarding the Budget Stabilization Fund.

132

133 President Ford discussed years of deferred maintenance that can now be funded.

134

135 Mayor Willey discussed licenses for festivals. He stated that the multi cultural festival is coming up
136 and suggested variances in fees. It was suggested to implement a blanket fee and have the festival give
137 a list of participating vendors. Mayor Willey will bring suggestions forth at the upcoming meeting.

138

139 **ADJOURNMENT**

140

141 At 8:32 p.m., upon motion by Mrs. Cook seconded Mr. Wendowski by and carried unanimously,
142 President Ford adjourned the workshop meeting.

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Kathy M. Ruf, Town Clerk