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3 **TOWN OF EASTON, MARYLAND**
4 **Easton Town Hall**
5 **14 S. Harrison Street**

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December 1, 2014

PRESENT AT CONVENING

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

Also present was the Town Manager Mr. Robert F. Karge, Town Attorney Mrs. Sharon VanEmburch, Finance Officer Ms. Carol Callahan and Town Clerk Mrs. Kathy Ruf.

CALL TO ORDER.

At 7:00 p.m., President Ford called the meeting to order.

OPENING REMARKS BY MS. MALONE AND PLEDGE OF ALLEGIANCE.

Ms. Malone gave opening remarks and led those present in the Pledge of Allegiance.

APPROVAL OF MINUTES OF NOVEMBER 17, 2014 MEETING.

Upon motion by Mr. Leshner seconded by Ms. Malone and carried unanimously, minutes of the November 17, 2014 meeting were approved as written.

FY2013-14 AUDIT OUT BRIEF BY CLIFTON LARSON ALLEN LLP.

Town Manager Mr. Karge introduced Keith Novak, Principal and Greg Bara, Manager, CliftonLarsonAllen LLP to present the FY2013-14 Audit Out Brief. Mr. Novak discussed accounting policies. He stated that CliftonLarsonAllen LLP has issued an unmodified opinion in accordance of Government Audit Standards with no issues. Mr. Novak discussed the Management Letter. He stated that there are a lot of good things happening in the town and the audit outlined items relatively normal with a town this size. Mr. Novak discussed two findings related to segregation of duties. He stated that the cost of hiring additional staff severely outweighs the benefits.

Mrs. Callahan exited the meeting at 7:33 p.m.

ITEMS BY MAYOR WILLEY.

Mayor Willey stated that Talbot County Board of Education denied the request for use of their property for a dog park. He stated that the Park Board and staff are now looking for a spot at the RTC property.

Mayor Willey stated that the staff has been advised that the same schedule for the budget will be followed as last year. He stated he would like to have the staff's requests sooner in the year if agreeable to everyone.

Mayor Willey discussed the Fire Department article forwarded to council regarding costs of Departments. He stated that proposals will be forthcoming regarding things needed by EVFD to make their job easier.

Mayor Willey wished everyone a Happy Holiday. He stated that the Town of Easton is making progress throughout year.

ITEMS BY THE TOWN MANAGER.

Mr. Karge requested council permission for the release of the audit. He stated it will also be placed on the Town's webpage.

Upon motion by Mr. Leshner, seconded by Mrs. Cook and carried unanimously, the council gave permission to release the audit.

Mr. Karge asked for council consideration for the following Public Assembly Permit:

PUBLIC ASSEMBLY PERMIT.

❖ **EVENT:** First Night Talbot

70 **APPLICANT:** First Night Talbot/Carolyn Jaffe

71 **LOCATION:** South Harrison St. between Dover St. and South St., plus the Academy of the Arts, the
72 Waterfowl Building, and the Avalon

73 **DATE/TIME:** Dec. 31, 2014 1800 to 0001 hrs.

74 **ATTENDANCE:** approx. 1500 attending

75 **PURPOSE:** Family Friendly, alcohol and drug free celebration of the Arts and Welcome 2015

76 **SPECIAL REQUESTS:** Post "No Parking" on South Harrison St. from Dover St. to South St. Same for
77 street closure along with Glenwood Ave. Extended (Church Alley) Police presence also requested.

78
79 **Overview of the event:** Events will take place at the various locations and there will be the Crab Drop which
80 will be located at Glenwood Ave. Extended and South Harrison St.

81
82 CNN will have a satellite truck covering the event which will be located next to 11 S. Harrison St., the Town
83 parking lot (1).

84
85 Upon motion by Ms. Malone, seconded by Mr. Leshner and carried unanimously, permission was granted for First
86 Night Talbot.

87
88 Ms. Jaffe was present and discussed the event.

89
90 Mr. Karge commended the council on funding the liability and OPEB for the Town.

91
92 Mrs. Cook asked Mr. Karge to thank Public Works for their placement of trees around town.

93
94 **ITEMS BY THE TOWN ATTORNEY.**

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96 Mrs. VanEmburch stated that the Aphena Annexation petition has been received. She stated that this petition
97 request needs to be referred to Planning and Zoning Commission.

98
99 **ANNEXATION PETITION FROM APHENA PHARMA SOLUTIONS.**

00
01 The President of the Council introduced the Annexation request.

02
03 Upon motion by Mr. Leshner, seconded by Ms. Malone, the Annexation petition was referred to the Planning and
04 Zoning Commission for review and recommendation.

05
06 **SHORE FOOD HUB CONSENSUS.**

07
08 President Ford stated that there have been concerns raised regarding a conflict of interest with the Food Hub. He stated
09 that the matter had been referred to the Ethics Commission for a ruling which had been received stating that there is no
10 conflict. President Ford stated that another conflict of interest has been received regarding Mayor Willey and Mrs.
11 Cook serving on the Board of Directors for Easton Economic Development Commission. President Ford stated that the
12 Ethics Commission has not rendered a decision regarding this matter. President Ford stated that there will be a delay in
13 polling the council on a consensus until the Ethics Commission ruled on the conflict of interest. The Shore Food Hub
14 Consensus will be an agenda item on the council's December 15 agenda.

15
16 **ITEMS BY MEMBERS OF THE COUNCIL.**

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18 Mrs. Cook reminded everyone about the Holiday parade December 6 at 6:30 with the tree lighting at Thompson Park at
19 6:00 p.m.

20
21 President Ford stated that he attended the swearing in of the new County Council today. He congratulated the new
22 council members and thanked the outgoing members for their service.

23
24 **ADJOURN.**

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26 At 7:54 p.m., upon motion by Mr. Leshner seconded by Mrs. Cook and carried unanimously, President Ford adjourned
27 the regularly scheduled meeting.

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30 _____
31 Kathy M. Ruf, Town Clerk