

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

5 April 4, 2018

6
7 **PRESENT AT CONVENING**
8

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

15 Mr. Leshar was excused.
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 discussed budget appropriations and cuts. He said that the budget is almost balanced.
28 Mayor Willey stated that this is a chance for the department heads to discuss their requests.
29 Mayor Willey discussed insurance costs which he said have been estimated to have a 15% increase.
30

31 **Police Department**
32

33 Present were: Chief Spencer, Captain Greg Wright, and Lieutenant George Paugh.
34

35 Chief Spencer thanked the council for the opportunity to present the case for their budget. Chief
36 Spencer asked that the overtime amount be reinstated for the coming year. He discussed holiday pay
37 and special events. Discussion occurred regarding speed camera funds. Chief Spencer asked that the
38 communications funding request be reinstated as they still need to issue cell phones to the remaining
39 21 officers without a phone which is for police work.
40

41 Mr. Richardson stated that \$400,000 has been omitted in the budget for the dispatchers' contract.
42 President Ford stated that it is more effective and more efficient with the dispatchers at Talbot County.
43

44 Discussion occurred regarding the need for an additional officer for Criminal Investigation, two
45 officers for bike patrol and another detective.
46

47 Chief Spencer, exited the meeting at 7:26 p.m.
48

49 **Planning and Zoning**
50

51 At 7:27 p.m., Town Planner, Mr. Thomas and Trevor Newcomb were present to discuss the proposed
52 budget of the department. Mr. Thomas stated that the Planning & Zoning budget is primarily the same
53 with the most notable exception an increase in legal fees and design consulting due to legal expenses
54 this year and the update of the town's design guidelines out of the Historic District.
55

56 Mr. Richardson discussed the cut in the professional services.
57

58 Mr. Newcomb discussed changes proposed in the Schedule of Fees. He stated that they are trying to
59 collect enough to cover administrative costs.
60

61 **Building Code Official**
62

63 At 7:29 p.m., Mr. Thomas Diem, Building Inspection Manager joined the meeting.
64
65

66 Mr. Diem discussed his line items.

67

68 Mr. Richardson stated that the Codes Department was not cut. Mr. Diem stated that Codes books may
69 be necessary if the State of Maryland requires a new adoption in 2019.

70

71 Mr. Diem discussed the Schedule of Fees and stated that it makes more sense to make costs more
72 uniformed.

73

74 Mr. Richardson stated that the town added an additional inspector this year anticipating the review and
75 construction of bigger jobs.

76

77 At 7:44 p.m., Ms. Naylor joined the meeting.

78

79 Ms. Naylor stated that the budget stayed the same except for the three things she is requesting an
80 increase in: legal fees due to a traveling judge, contractual services (grass cutting) and additional fuel
81 for take home vehicles. She stated that there is nothing requested in the Capital Projects. Ms. Naylor
82 asked if registration for donation bins should be considered in the Schedule of Fees.

83

84 Mr. Diem exited the workshop at 8:04 p.m.

85

86 Ms. Naylor departed the meeting at 8:09 p.m.

87

88 **Economic Development**

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90 At 8:10 p.m., Mr. Ross Benincasa, Manager, Easton Business Alliance and Ms. Tracy Ward, Easton
91 Economic Development joined the meeting.

92

93 The line items that the Town gives EBA and EEDC were discussed.

94

95 President Ford stated that the cuts were in the Capital Projects. He stated that the money spent is
96 significant but money well spent.

97

98 Mr. Benincasa and Ms. Ward exited the meeting at 8:17 p.m.

99

100 **Finance**

101

102 At 8:18 p.m., Mrs. Callahan, Finance Officer and Mr. Scott Messick, IT Director joined the workshop.

103

104 Mrs. Callahan discussed a request in the Capital Budget for the replacement of computer system and
105 server equipment. She stated that new accounting software is needed as the current was installed in
106 1999.

107

108 Discussion occurred regarding the mobile ability to look up information. She stated that it would allow
109 for online applications for many of the departments, business licenses and building permits.

110

111 Mr. Messick stated that the current system's lifespan was approximately 10 years.

112

113 Mr. Richardson stated that this budget allocation is a multiyear project and will take time to
114 implement. He stated that the goal is to be more efficient.

115

116 Mr. Messick stated that with training and traveling, the cost could be more than \$900,000 without the
117 software. He stated that we are currently spending \$150,000 for maintenance with the current vendor.

118

119 At 8:35 p.m., Mrs. Callahan and Mr. Messick concluded their budget review.

120

121 Mayor Willey stated that the fee schedule may change. He stated that he intends to meet with
122 department heads tomorrow.

123

124 **ADJOURNMENT**

125

126 Upon motion by Mr. Silverstein seconded by Mrs. Cook and carried unanimously, President Ford
127 adjourned the workshop meeting at 8:36 p.m.

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