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**TOWN OF EASTON, MARYLAND
EASTON TOWN HALL
14 S. HARRISON STREET**

February 16, 2016

PRESENT AT CONVENING.

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

Also present was the Town Manager Mr. Robert F. Karge, Town Attorney Mrs. Sharon VanEmburch, Finance Officer Mrs. Carol Callahan, Building Code Official Mr. Don Richardson and Town Clerk Mrs. Kathy M. Ruf.

CALL TO ORDER.

At 6:15 p.m., President Ford called the scheduled Audit Outbrief meeting to order.

6:15 PM GREG BARA CPA, CLIFTON GUNDERSON SENIOR MANAGER TO PRESENT AUDIT OUTBRIEF.

Town Manager Mr. Karge introduced Mr. Keith Novak, Partner and Mr. Greg Bara, Senior Manager of Clifton Gunderson who presented the FY2015/16 audit. Mr. Novak discussed accounting policies. He stated that Clifton Larson has issued an unmodified opinion, the highest level in accordance of Government Audit Standards with no issues. Mr. Novak discussed the Management Letter.

Mr. Bara stated that there were no difficulties performing the audit and no misstatements as well as no disagreements with management.

Mr. Bara discussed significant deficiencies such as segregation of duties.

Mr. Novak and Mr. Bara exited the meeting at 6:42 p.m.

RECESS.

At 6:42 p.m., President Ford recessed the scheduled Audit Outbrief meeting until 7:00 p.m.

Mrs. Callahan exited the meeting.

RECONVENE.

President Ford reconvened the regularly scheduled meeting at 7:00 p.m.

OPENING REMARKS BY MR. LESHER AND PLEDGE OF ALLEGIANCE.

Mr. Leshar gave opening remarks and led those present in the Pledge of Allegiance.

APPROVAL OF MINUTES OF FEBRUARY 1, 2016 MEETING.

Upon motion by Mr. Leshar seconded by Mr. Engle and carried unanimously, the minutes of the February 1, 2016 meeting were approved.

FIRE BOARD.

Mr. Sonny Jones gave the Easton Volunteer Fire Department 2015 Annual Report.

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DEMONSTRATION BY EVFD OF SELF-CONTAINING BREATHING APPARATUS BOTTLES.

Morris (Sonny) Jones, Jr., Trustee and Assistant Chief John Harrison were present to discuss the SCBA grant. Mr. Jones stated that EVFD needs to replace their entire fleet of breathing apparatus. He stated there has been a nationwide recall and Easton has 46 SCBA that need to be replaced. He discussed the alarms not functioning which could result in lives being lost.

Mr. Jones stated that they are asking for assistance. In order to replace all the pieces, the department would need an estimated \$450,000. He stated that these are preliminary numbers and they could forward better numbers later. Mr. Jones stated that a bidding process needs to be accomplished.

Mayor Willey discussed requests to legislators for funding.

President Ford stated that we have to figure out a way to get this done.

Mayor Willey gave a gift certificate to Mr. Jones for the Easton Fire Department that had been issued from BJ's Warehouse.

MS. ASHLEY CHENAULT TO ADDRESS COUNCIL REGARDING CONDEMNATION OF 324 SOUTH STREET.

Ms. Ashley Chenault was present on behalf of her grandmother Edith Hayman. Ms. Chenault stated that she has inherited her grandmother's affairs. Ms. Chenault discussed receiving a condemnation for 324 South Street. She stated that she has reached out to Don Richardson, Building Official and he has upheld the condemnation decision. She stated that she understands that work needs to be completed to the home but is requesting additional time to become acclimated with the housing codes. Ms. Chenault asked the council to step in and please reconsider the reasons behind his decisions.

Ms. Chenault stated that she has been before the Historic District Commission regarding the property.

President Ford stated that 324 South Street does not meet livability codes as ordered by the State of Maryland and may be unsafe.

Ms. Moonyene Jackson-Amis, 120 Port Street, Easton discussed an application for tax credits for 324 South Street.

Ms. Charlene Hayman was present on behalf of Ms. Edith Hayman and questioned how the compliance changed when the property came out of rental program.

Mr. Don Richardson was present and stated that the property has livability and lifesaving issues.

ITEMS BY MAYOR WILLEY.

Mayor Willey stated that he will be forwarding a candidate to the council for appointment to the Historic District Commission. He stated that the volunteer has been interviewed and recommended by Town Planner Mr. Thomas.

Mayor Willey stated that the Town has received a gift card from BJ's Warehouse in the amount of \$500.

ITEMS BY THE TOWN MANAGER.

Mr. Karge stated that earlier in tonight's meeting the Audit Outbrief was presented to the council. He stated that the Town received an unqualified or "clean" opinion. Mr. Karge requested permission to release the audit.

Upon motion by Mr. Leshar seconded by Mr. Silverstein and carried unanimously, permission was granted to release the audit.

125 Mr. Karge stated that the Public Works crew was stellar in their removal of snow yesterday.

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127 **APPROVAL OF PUBLIC ASSEMBLY EVENTS.**

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129 Mr. Karge asked for approval for the following Public Assembly events:

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131 ○ EVENT: St. Patrick’s Day Parade and Potato Race
132 Brewer’s Lane to Harrison St. to Dover St. to Washington St. to Harrison St. and return.
133 March 17, 2015 – 1730 to 1930 hrs.

134 ○ EVENT: Christ Church Day School 5K Run/Walk
135 North Easton Sports Complex, Rails to Trails to Goldsborough St. and return.
136 April 30, 2016- 0800-1200 hrs.

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138 ○ EVENT: Midshore Community Foundation 5K Run/Walk
139 Midshore Community Foundation/Jason Chance
140 EHS Track, Bridge St., Wayside Ave., Rails to Trails to Brookletts and return.
141 June 4, 2016- 0800 to 1100 hrs.

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143 ○ EVENT: Out of the Box 3D Art Show during Plein Air
144 Jen Wagner
145 Parking Lot #1
146 July 16, 2016 - 0800 to 1700 hrs.

147 Upon motion by Mr. Leshar seconded by Mrs. Cook and carried unanimously, the Public
148 Assembly events were approved.

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150 **ITEMS BY THE TOWN ATTORNEY.**

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152 Mrs. VanEmburch discussed the proposed annexation Route 33, LLC and Standard Fusee
153 Corporation which will be reviewed 1:00 p.m. by Planning and Zoning Commission Thursday.

154

155 **7:15 PM PUBLIC HEARING TO DISCUSS ORDINANCE NO. 680.**

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157 **ORDINANCE NO. 680, “AN ORDINANCE OF THE TOWN OF EASTON MODIFYING THE HOUSING**
158 **LICENSE PROVISIONS TO EXTEND THE PROVISIONS TO SHORT TERM RENTALS, TO PROVIDE**
159 **CLEAR DIRECTION ON APPLICABILITY AND EXCEPTIONS TO THE REQUIREMENT FOR A LICENSE,**
160 **AND TO PROVIDE SPECIAL PROVISIONS FOR OCCUPANCIES BY IMMEDIATE FAMILY**
161 **MEMBERS.”**

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163 At 7:52 p.m., President Ford opened the Public Hearing.

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165 The Town Attorney Mrs. VanEmburch discussed the proposed ordinance and recent revisions.

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167 Mrs. VanEmburch stated that the intent is to regulate short term rentals within the town code.
168 She discussed the AirBNB scenarios where you can rent a room, house or a parcel. She stated
169 that the legislation is to provide clear exceptions for a housing license which is not required
170 where a family member lives in a dwelling.

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172 Mrs. VanEmburch stated that there are additional requirements on short term rental. She
173 discussed following the county’s footprint and stated that there would be a county
174 representative on call. She discussed providing some type of notification for adjoining property
175 owners.

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177 President Ford opened the Public Hearing for public comments.

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179 Ms. Jeanne Moore, 7046 Pine Ridge Road, stated that she has been an Easton resident for 19
180 years. She stated that South Beechwood is zoned residential. She questioned whether
181 commercial properties would be allowed in residential properties?

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183 Ms. Jennifer Williams, 404 Wheatley Drive, stated she has reviewed the proposed legislation.
184 Ms. Williams stated that she totally agrees that there should be some control but the proposed
185 legislation goes a little too far. She stated that the right of privacy is paramount. Ms. Wilkens

186 discussed having to obtain a short term license for a house to allow nieces and nephews to visit.
187 Ms. Williams stated that for rental purposes, a license should be required.
188 Ms. Debbie Wilkens, 27219 Pocahontas Drive, was present on behalf of the Mid Shore Board of
189 Realtors. She stated that the concept is appropriate but some topics are overreached. She
190 stated that the Mid Shore Board of Realtors will be submitting a letter regarding the proposed
191 legislation.

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193 At 8:08 p.m., there being no further comments, President Ford closed the public hearing and
194 left the record open until close of business Friday for written comments.

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196 **LETTER FROM MS. DEBRA P. JACKSON, EXECUTIVE DIRECTOR CHANNEL MARKER, INC.**
197 **REQUESTING SUPPORT TO APPLY FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS ON**
198 **BEHALF OF CHANNEL MARKER FOUNDATION, INC.**

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200 Mr. Karge stated he had spoken with Ms. Jackson, Executive Director of Channel Marker. Mr.
201 Karge advised Ms. Jackson that it was not necessary to be present but she could be contacted
202 with any questions or additional comments. She explained that the request is for CDBG funding
203 to remodel Channel Marker's data processing area as well as other renovations. Mr. Karge
204 stated that the Town will be the applicant with Channel Marker the recipient of the funding.

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206 Upon motion by Mr. Silverstein seconded by Mr. Engle and carried unanimously, permission
207 was granted to file the CDBG application on behalf of Channel Marker.

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209 **REVIEW OF INVOICES TOTALING \$574,881.43.**

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211 Upon motion by Mr. Engle seconded by Mr. Leshner and carried unanimously, invoices totaling
212 \$574,881.43 were approved.

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214 **ADJOURN.**

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216 At 8:13 p.m., upon motion by Mr. Leshner seconded by Mr. Silverstein and carried unanimously,
217 President Ford adjourned the regularly scheduled meeting.

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221 Kathy M. Ruf, Town Clerk