Town Council
AGENDA

Tuesday, September 5, 2023 - 5:30 PM
Council Chambers, Easton Town Office
14 S Harrison Street

5:00 PM: Workshop Healthcare/Handbook Update; Resolution 6170

5:30 PM: Call to Order by Acting President Abbatiello.

Opening remarks and Pledge of Allegiance by Rev. Davis.

Approval of Minutes.

Minutes from the August 21, 2023 meeting.

Municipal Official Items.

Items by Mayor Cook.

Items by Town Manager

Approval of bid from Hickman Overhead Door for EVFD Station 60 Engine Bay Doors Replacement

Items by Town Attorney.

Presentations.

Elgin's Army to ask for community support for bringing a turf field to Easton High School after Elgin Hawley's suffering of an aneurysm on the hockey field.

Presentation of Proclamation for Fred Douglass Month.

Ms. Beth Anne Dorman, For All Seasons CEO and Lauren Weber, VP Philanthropy & Education to update on resources and discuss how they can partner in the Town and Eastern Shore.

Legislation.

Res. No. 6170, "A RESOLUTION OF THE TOWN AMENDING THE TOWN OF EASTON EMPLOYEE HANDBOOK RELATED TO POST-RETIREMENT BENEFIT SUMMARY."

Res. 6171, "A RESOLUTION OF THE TOWN OF EASTON REVISING THE TOWN'S LICENSE, APPLICATION, PERMITS, INSPECTIONS, CERTIFICATE AND OTHER FEES."

Public Participation/Comments.

Items by Members of the Council:

Adjournment.

The public can access the meeting as follows:
https://www.eastonmd.gov/129/Agendas-Minutes

If you are an Easton Cable subscriber, you can view the meeting through TV-Channel 98.

Please note: There is a possibility of all or part of the meeting may be held in Closed Session.

TOWN OF EASTON PUBLIC NOTICE
INVITATION TO BIDDERS

TITLE: EVFD Station 60 Engine Bay Door Replacements

BID NUMBERS: CF23-24

DATE: July 28, 2023

Bids for this project shall be accepted by the Town of Easton, 14 S. Harrison St. Easton, Maryland, 21601 or via email at tnewcomb@EastonMD.gov until **10:00 a.m. local time on Monday, August 14, 2023**.

In lieu of a pre-application meeting, site inspections are available and encouraged. To schedule, please contact the Town at 410-822-2525 or email a request to tnewcomb@EastonMD.gov.

The Town of Easton is inviting bidders to bid on providing general contracting services to include the removal and replacement of three commercial garage bay doors and associated equipment to serve the EVFD, Station 60 located at 315 Leonard Rieck Drive, Easton.

Interested parties are encouraged to bid on any or all of the Bid Items. Bid Packages are available via email request to tnewcomb@EastonMD.gov or by calling the Town Office at 410-822-2525.

Minority business enterprises are encouraged to bid.

The Town of Easton reserves the right to reject any or all bids or to accept any bid, or portions thereof, when in their judgment, the public will be better served by said action.

Town of Easton

Buildings & Facilities Department

DATE:	August 18, 2023
TO:	Don Richardson - Town Manager
Cc:	Mayor Cook
FROM:	Trevor Newcomb - Director of Buildings & Facilities
SUBJECT:	EVFD Station 60 Engine Bay Doors Replacement Recommendation

The Buildings & Facilities Department created a Request for Proposal and has reached out to several commercial door installers to supply and install replacement engine bay doors for Fire Station 60. Additionally, the State list of minority owned businesses was consulted and RFPs provided to those companies.

The following were the respondent proposals:

Hickman Overhead Door	**$69,771 (tempered glass**
Garage Doors & More	**$88,750 (1/8" tempered glass)**
Garage Doors & More	**$164,500 (1/4" Acrylic glazing)**

This is a Fiscal Year 2023 carry-forward capital project (23-24). The amount budgeted is $72,000.

I recommend Hickman Overhead Door be awarded the contract for doors replacement for a total contract price of $69,771.

End of Recommendation

REQUEST FOR PROPOSALS

Easton Volunteer Fire Department
Station 60 – Engine Bay Doors Replacement
315 LEONARD RIECK DRIVE
EASTON, MD 21601

TOWN OF EASTON
DEPARTMENT OF BUILDINGS & FACILITIES
14 SOUTH HARRISON STREET

EASTON, MD 21601
410-822-2525

STATION 60 – ENGINE BAY DOORS REPLACEMENT

INFORMATION FOR BIDDERS

Proposals for completing the **ENGINE BAY DOORS REPLACEMENT** project will be received by the Town of Easton, via email to tnewcomb@EastonMD.gov until **10:00 a.m. Monday, August 14, 2023**. All work outlined in this RFP must be completed by **Monday, October 2, 2023**. Proposals must be submitted on the attached BID FORM.

Proposals shall be subject to the following provisions:

1. The Town shall award the bid to the lowest responsible and responsive bidder, in addition to considering price, the Town shall consider:
   a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
   b) The sufficiency of the financial resources, insurability, and experience of the bidder to ensure performance of the contract services.
   c) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
   d) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
   e) The quality of performance of previous contracts or services of the bidder;
   f) The previous and current compliance by the bidder with laws and ordinances relating to the contract or service;
   g) Whether the bidder is in arrears to the Town on any debt or contract, is in default on any surety to the Town, or is delinquent as to any taxes or assessments; and
   h) Any other information that may have a bearing on the decision to award the contract.

2. The Town may re-advertise for new bids.

3. The Town may accept and reject any and all bids or part thereof and may waive technical defects or irregularities.

4. The Town may accept the bid which represents the best value to the Town and acceptance of which is in the best interest of the Town.

5. Minority business enterprises and women business enterprises are encouraged to bid.

6. Site inspections are available and encouraged. Please email tnewcomb@EastonMD.gov for accommodation.

END OF SECTION

SCOPE OF WORK

1. Replacement of Three Engine Bay Doors

- The existing engine bay doors and accessory devices are to be removed and disposed of
- New 3" tracks and associated hardware to be installed
- Torsion spring counterbalance to be used
- New commercial grade doors to be installed
    - Doors are to be aluminum and with "full view" panels. Glazing to be insulated tempered glass or insulated acrylic.
    - Door frames are to match the existing building's door and window trim as closely as possible
- All glazing to be factory tinted to match the existing building's door and window glazing or clear and tinted on-site to match the existing building's door and window glazing as closely as possible

2. Replacement of Three Door Lifting Mechanisms

- New commercial grade lifting mechanisms to be installed
- Reversing sensors to be installed at each door

3. Remote Controls

- Three remote controls per unit to be provided
    - Each door to be programmed to operate on an individual frequency

NOTES

Door widths – 24'-1"
Door heights – 11'-4"
Opening Heights – 11'-4"

The Town of Easton's Director of Buildings and Facilities will secure the permit for installation once equipment cut sheets/shop drawings are provided for inclusion with the permit application.

Town of Easton staff will be responsible for painting the garage bay door surrounds/casement.

END OF SECTION

BID FORM

My **ENGINE BAY DOORS REPLACEMENT** bid, in accordance with this Request for Proposal, is a **TOTAL LUMP SUM BID** and includes all taxes and any other applicable fees.

Bid Total:

____Dollars ($__________________).

The Bidder agrees that this Proposal shall be good and may not be withdrawn for a period of thirty (30) calendar days from the date of the opening of Bid Proposals.

____

(Bidder-Company Name) (Contact Number)

____

(Signature) (Date)

____

(Print Name) (Title)

The Town of Easton reserves the right to reject any or all bids or to accept any bid, or portions thereof, when in their judgment, the public will be better served by said action.

The Town of Easton reserves the right to reject any and all bids, to waive any irregularities, and to re-advertise for new bids.

END OF SECTION

Town of Easton

MARYLAND

Proclamation

WHEREAS, Mr. Frederick Douglass was born into slavery February 1818 in Tuckahoe, Talbot County, Maryland to Harriet Bailey, moving in 1824 to a plantation on Wye River; and although never knew his birthdate, he chose to celebrate every year on February 14th; and

WHEREAS, at a young age, Frederick realized literacy could lead to freedom so he became a self-taught scholar, learning at a young age to read and write; working in a shipyard as a general assistant later teaching others to read; publishing great works such as *Narrative of the Life of Frederick Douglass, My Bondage and My Freedom, Escape From Slavery* and later owned and edited the *New National Era*; and

WHEREAS, Frederick Douglass participated in the first women's rights convention and in 1872 was nominated for Vice President of the United States on a ticket by The Equal Rights Party; and

WHEREAS, Frederick Douglass a businessman and an advisor to presidents, was a slave who rose to the status of statesman, held such appointments in the District of Columbia as Recorder of Deeds, a US Marshal, and a US Minister to Haiti; and

WHEREAS, we celebrate Frederick Douglas as an agent for change, an American Abolitionist, a prominent African American of the 19th Century, honoring his legacy, recognizing how reading and writing can change the world, applauding his efforts for the struggle for Human Rights, Equal Rights and Civil Rights for all oppressed people; and

WHEREAS, Frederick Douglass' tireless struggle and transformative words continue to inspire and sustain people today.

NOW, THEREFORE, I, MEGAN JM COOK, MAYOR OF THE TOWN OF EASTON, along with the Easton Town Council, do hereby proclaim September 2023 as:

Frederick Douglass Month

in the Town of Easton, and request that this observance in our community be recognized, paraphrasing his own words – to help improve the lives of others by committing, not to save the world, but to save ourselves from the injustice affecting people just like us.

In witness whereof, I have hereunto set my hand and caused the Seal of the Town of Easton, Maryland to be affixed this fifth day of September in the year of our Lord two thousand and twenty-three.

Megan JM Cook
Mayor

Attest

Kathy M. Ruf, Town Clerk

Seal:

RESOLUTION NO. 6170

A RESOLUTION OF THE TOWN AMENDING THE TOWN OF EASTON EMPLOYEE HANDBOOK RELATED TO POST-RETIREMENT BENEFIT SUMMARY

INTRODUCED BY: ________________________________

WHEREAS, by Resolution 5516, the Town of Easton adopted an Employee Handbook which became effective January 1, 1996; and

WHEREAS, subsequently by Resolutions 5949, 6080, 6098, 6128, 6148 and other approval actions, the Town of Easton has adopted amendments to the Employee Handbook; and

WHEREAS, the Town of Easton wishes to adopt additional amendments to the Employee Handbook related to the Town of Easton moving to the State of Maryland Medical Plan and the Maryland Health Connection/Exchange as a summary of the Post-Retirement Benefits as is more particularly set forth herein.

NOW, THEREFORE, the Town of Easton hereby resolves as follows:

Section 1. The recitals set forth above are incorporated herein by reference and made a part of this Resolution.

Section 2. The Employee Handbook is amended in accordance with Sections 3 of this Resolution.

Section 3. The Employee Handbook Section 324 Post-Retirement Benefits Summary is updated to include benefit clarifications to the Defined Benefit to be consistent with our plan documents, Life Insurance to match action taken by the Joint Insurance Committee and Medical Insurance as the Town moves to the Maryland Health Care plan, as follows:

324 Post-Retirement Benefits Summary

An important ingredient for an enjoyable retirement is an adequate income. To help you reach your financial goals, the Town of Easton sponsors the below plans.

(a) There is a separate plan available for sworn police officers
(b) For additional details, refer to the current Employee Benefits Guide and Plan Documents. These were provided at employment, sent as updates or by contacting your supervisor, department head or the Town Manager.

	Vested Termination under age 55	Early Retirement age 55-59	Normal Retirement age 60	Late Retirement over 60
Defined Benefit	Eligible for a retirement income at age 60 based on years of credited service frozen when termed or at 7/1/08 whichever is earlier (max is 25 years) and final ave. earnings. Can elect to receive pension at age 55 if you have 10 years service. Then it is reduced as described in early retirement section.	Pension formula same as at age 60, however, monthly payments are reduced approx. 6% per year for each year below age 60, as it is expected you will receive payment for a longer period of time.	Credited years of service is frozen on 7/1/08 (max of 25 years). Formula is 1.4% of ave annual earnings (highest 5 of last 10) multiplied by the number of years of service up to 25 prior to 7/1/08.) plus .45% of ave. annual earnings in excess of covered compensation multiplied by the number of years of service (max of 25) prior to 7/1/08.	Same calculation as Normal Retirement except benefit will be based on credited service up to 25 or number of years as of 7/1/08 whichever is less and final average earnings determined as of actual retirement date. Pension amount is increased by late commencement adjustment factors determined by years and

				months after age 60. If actual final years earnings are higher than late adjustment calculation, they will be used instead.
Defined Benefit Vesting	Five years of service minimum	Ten years of service minimum	Five years of service minimum	Five years of service minimum
Supplementary Social Security Benefit	No benefit	On or after age 60 until age 62. Amount equal to estimated Social Security Benefit.	On or after age 60 until age 62. Amount equal to estimated Social Security Benefit.	On or after age 60 until age 62. Amount equal to estimated Social Security Benefit.
Defined Contribution Plan	Benefit: 67% match of first 3% of employee earnings contributed plus additional employer contributions as follows: age 20 to 29 = 3.0%, age 30 to 39 = 4.0%, age 40 to 49 = 5.5% and 50 and over = 7.0%.	Benefit: 67% match of first 3% of employee earnings contributed plus additional employer contributions as follows: age 20 to 29 = 3.0%, age 30 to 39 = 4.0%, age 40 to 49 = 5.5% and 50 and over = 7.0%.	Benefit: 67% match of first 3% of employee earnings contributed plus additional employer contributions as follows: age 20 to 29 = 3.0%, age 30 to 39 = 4.0%, age 40 to 49 = 5.5% and 50 and over = 7.0%.	Benefit: 67% match of first 3% of employee earnings contributed plus additional employer contributions as follows: age 20 to 29 = 3.0%, age 30 to 39 = 4.0%, age 40 to 49 = 5.5% and 50 and over = 7.0%.
Defined Contribution Vesting	Five year service cliff for employer contributions Immediate vesting for employee contributions. Plan portable to other qualified plans at termination.	Five year service cliff for employer contributions Immediate vesting for employee contributions. Plan portable to other qualified plans at termination.	Five year service cliff for employer contributions Immediate vesting for employee contributions. Plan portable to other qualified plans at termination.	Five year service cliff for employer contributions Immediate vesting for employee contributions. Plan portable to other qualified plans at termination.
Life Insurance	No benefit	Life Insurance benefits are the same as with normal retirement.	$2500 insured through provider plus $7500 at Town or Utility Commission (EUC) costs.	Life Insurance benefits are the same as with normal retirement.
Medical Insurance (if less than 55 as of 7/1/08)	No medical benefits	Medical insurance benefits are the same as with normal retirement.	For retirees and spouses under 65 years of age and their dependents, the Town or EUC contribution will be determined annually based upon a benchmark plan selected from the Maryland State Exchange Plan, using 90% of the plan's premiums for age 64 for retiree, spouse, and dependents. This monthly contribution will be deposited into a Health Reimbursement Account (HRA). Town or EUC contributions to the HRA that exceed actual premiums belong to the Town or EUC When the first of the retiree or the retiree's spouse turns 65, and thereafter, the Town or EUC contribution will be calculated solely on coverage of the retiree. The retiree will pay 100% of any spouse/dependent coverage elected. At age 65, Medicare becomes the primary insurance and Town or EUC will pay 90% of the retiree's supplemental medical plan.	Medical insurance benefits are the same as with normal retirement.

Legacy Medical Insurance **(if over 55 as of 7/1/08)**	No medical benefits	Early retirees may continue in plan and TOE/EU will pay 90% of plan premiums for retiree and dependents. When the first of the retiree or the retiree's spouse turns 65 and thereafter, TOE/EU will pay 90% of plan premiums for retiree and retiree will pay for any dependent coverage.	Retiree may continue in plan and TOE/EU will pay all plan offered premiums for retiree and dependents. When the first of the retiree or the retiree's spouse turns 65 and thereafter, TOE/EU will pay all plan premiums for retiree and retiree will pay for dependent coverage.	At age 65, Medicare becomes the primary insurance and Town or EUC will pay 100% of the retiree's supplemental medical plan.

Section 4. This Resolution shall become effective after adoption by the Town Council and upon approval by the Mayor.

Curry -
Abbatiello -
Montgomery -
Davis -

I hereby certify that the above Resolution was passed by a yea and nay vote of the Council this

___________ day of ________________, 2023.

____
Don Abbatiello, Acting Town Council President

Delivered to the Mayor by me this _______ day of ____________, 2023.

____
Kathy M. Ruf, Town Clerk

APPROVED:

Date: ______________________ _____________________________________
Megan JM Cook, Mayor

EFFECTIVE DATE: _________________________, 2023.

	Vested Termination under age 55	Early Retirement age 55-59	Normal Retirement age 60	Late Retirement over 60
Defined Benefit	Eligible for a retirement income at age 60 based on years of credited service frozen when termed or at 7/1/08 whichever is earlier (max is 25 years) and final ave. earnings. Can elect to receive pension at age 55 if you have 10 years service. Then it is reduced as described in early retirement section.	Pension formula same as at age 60, however, monthly payments are reduced approx. 6% per year for each year below age 60, as it is expected you will receive payment for a longer period of time.	Credited years of service is frozen on 7/1/08 (max of 25 years). Formula is 1.4% of ave annual earnings (highest 5 of last 10) multiplied by the number of years of service up to 25 prior to 7/1/08.) plus .45% of ave. annual earnings in excess of covered compensation multiplied by the number of years of service (max of 25) prior to 7/1/08.	Same calculation as Normal Retirement except benefit will be based on credited service up to 25 or number of years as of 7/1/08 whichever is less and final average earnings determined as of actual retirement date. Pension amount is increased by late commencement adjustment factors determined by years and months after age 60. If actual final years earnings are higher than late adjustment calculation, they will be used instead.
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Life Insurance	No benefit	~~$2500 at company costs.~~Life Insurance benefits are the same as with normal retirement.	$2500 insured through provider plus $7500 at ~~company~~ Town or Utility Commission (EUC) costs.	~~$2500 at company costs.~~ Life Insurance benefits are the same as with normal retirement.
Medical Insurance (if less than 55 as of 7/1/08)	No medical benefits	~~Early retirees may continue in plan and TOE/EU will pay 90% of plan premiums for retiree and dependents. When the first of the retiree or the retiree's spouse turns 65 and thereafter, TOE/EU will pay 90% of plan premiums for retiree and retiree will pay for any dependent coverage. In addition, the retiree will pay for any premium increases over 4% each year.~~ Medical insurance benefits are the same as with normal retirement.	~~Retirees may continue in plan and TOE/EU will pay 90% of plan premiums for retiree and dependents~~ For retirees and spouses under 65 years of age and their dependents, the Town or EUC contribution will be determined annually based upon a benchmark plan selected from the Maryland State Exchange Plan, using 90% of the plan's premiums for age 64 for retiree, spouse, and dependents. This monthly contribution will be deposited into a Health Reimbursement Account (HRA). Town or EUC contributions to the HRA	Medical insurance benefits are the same as with normal retirement.

			that exceed actual premiums belong to the Town or EUC~~.~~ When the first of the retiree or the retiree's spouse turns 65, and thereafter, the ~~TOE~~Town~~/~~ or ~~EU~~ EUC contribution will be calculated solely on coverage of the retiree.~~will pay 90% of plan premiums for retiree and~~ The retiree will pay 100% of ~~for~~ any spouse/dependent coverage elected. ~~In addition, the retiree will pay for any premium increases over 4% each year.~~ At age 65, Medicare becomes the primary insurance and Town or EUC will pay 90% of the retiree's supplemental medical plan.	
Legacy **Medical Insurance** **(if over 55 as of 7/1/08)**	No medical benefits	Early retirees may continue in plan and TOE/EU will pay 90% of plan premiums for retiree and dependents. When the first of the retiree or the retiree's spouse turns 65 and thereafter, TOE/EU will pay 90% of plan premiums for retiree and retiree will pay for any dependent coverage.	Retiree may continue in plan and TOE/EU will pay all plan offered premiums for retiree and dependents. When the first of the retiree or the retiree's spouse turns 65 and thereafter, TOE/EU will pay all plan premiums for retiree and retiree will pay for dependent coverage.	~~Medical insurance benefits are the same as with normal retirement~~ At age 65, Medicare becomes the primary insurance and Town or EUC will pay 100% of the retiree's supplemental medical plan.

RESOLUTION NO. 6171

A RESOLUTION OF THE TOWN OF EASTON REVISING THE TOWNS LICENSE, APPLICATION, PERMITS, INSPECTIONS, CERTIFICATE AND OTHER FEES

INTRODUCED BY: ______________________________

WHEREAS, by Resolution 6165, the Town Council established a schedule for license, application, permits, inspection, certificates and other fees; and

WHEREAS, The Town Council wishes to amend the schedule to modify and add fees to the Zoning and Subdivision Fees for Plan Review for PUD Site Plan Review; and

NOW, THEREFORE, the Town of Easton hereby resolves as follows:

Section 1. The following modification addition to the schedule of fees is added to Zoning and Subdivision Fees for Plan Review for PUD Site Plan Review:

ZONING AND SUBDIVISION FEES Note items with an * and see information following the Schedule of Fees	
PLAN REVIEWS	
(b) Planned Unit Development (PUD) - General or Planned Healthcare (HC)*	$8,000.00
(i) Material Review	$5,000.00
(ii) Non-Material Review	$3,000.00
(c) PUD - Infill and Redevelopment	$5,000.00
(i) Material Review	$4,000.00
(ii) Non-Material Review	$2,000.00
(d) MXW Zoning District Site Plan Review*	$8,000.00

Section 2. All following items in the Schedule of Fees, Zoning and Subdivision Fees, Plan Review listed as: (d), (e), (f) and (g) are relisted as (e), (f), (g) and (h).

Section 3. This Resolution shall become effective retro-actively to July 1, 2023 after adoption by the Town Council and approval by the Mayor.

Curry -
Abbatiello -
Montgomery -
Davis -

I hereby certify that the above Resolution was passed by a yea and nay vote of the Council this

___________ day of ________________, 2023.

____
Don Abbatiello, Acting Town Council President

Delivered to the Mayor by me this _______ day of ____________, 2023.

____
Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____________________ ____________________________________
Megan JM Cook, Mayor

EFFECTIVE DATE: _________________________, 2023.