



Town Council AGENDA

Monday, October 2, 2023 - 5:30 PM
Council Chambers, Easton Town Office
14 S Harrison Street

4:30 PM Workshop to discuss Proposed Zoning and Subdivision Regulation Amendments.

Zoning Code Amendments and Subdivision Regulations.

5:30 PM: Call to Order by Council President Frank Gunsallus.

Closed Session Statement.

Opening remarks and Pledge of Allegiance by Rev. Davis.

Approval of Minutes.

Minutes of the September 18, 2023 meetings.

Municipal Official Items.

Items by Mayor Cook.

Items by Town Manager

Public Assembly Event: EHS Homecoming Parade 10/13/23

Public Assembly Event: Academy Art Museum Craft Show 10/27 - 10/29/23

Public Assembly Event: Winton Avenue Block Party 10/28/23

Items by Town Attorney.

Recommendation from Planning & Zoning Commission regarding proposed
Basi Brothers, LLC Annexation

Legislation.

Resolution No. 6172: "A RESOLUTION OF THE TOWN OF EASTON
AMENDING THE DEFERRED COMPENSATION RETIREMENT PLAN, THE
TOWN OF EASTON, MD EMPLOYEES 457 PLAN."

Public Participation/Comments.

Review of Invoices.

Invoices 9/6/23 - 9/27/23 totaling \$3,168,059.20.

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.

1. Amend the MXW Use Table to indicate that Short Term Housing is possible via Special Exception in the Water View, Inland, and Port Street sub-districts, and prohibited in the Water's Edge sub-district, and that the use is subject to the existing supplemental standards for short term housing.

TABLE 312 A						
		MXW Sub-Districts				Notes
		Water's Edge	Water View	Inland	Port Street	
Residential Uses						
Bed & Breakfast*		--	P	--	P	
Middle Housing Types						
	Duplex, side-by-side*	--	P	P	P	
	Duplex, stacked*	--	P	P	P	
	Cottage Court*	--	P	P	P	
	Fourplex, stacked*	--	P	P	P	
	Townhouse*	--	P	P	P	
	Triplex, stacked*	--	P	P	P	
	Mansion Apartment*	--	P	P	P	
	Courtyard Building*	--	P	P	P	
	Live-Work Units*	--	P	P	P	
	Home Occupation*	--	A	A	A	
Multi-family Apartment Complex*		P	P	P	P	
Short-term housing*		--	SE	SE	SE	
Single Family Detached*		--	P	P	--	Max. house size of 2,500 sq. ft. & Max. lot size of 7,200 sq. ft. (Max lot size may be averaged for projects of 10 or more lots)
	Day Care (Family)*	--	SE	SE	--	
	Home Occupation*	--	A	A	--	
	Swimming Pools	--	A	A	--	

2. Amend the Table of Permissible Uses to indicate changes for how we regulate Manufactured Housing Subdivision or Parks, and some of the Middle Housing types, per the following revised section of the Table:

TABLE 2.1
TABLE OF PERMISSIBLE USES

USE		A-1	R-7 A	R-10 A	R-10 M	CB	CG	CL	BC	I	G/ I	NOTES
1. RESIDENTIAL USES												
Household Living												
101	Accessory Dwelling Unit *	SE	SE	SE	--	SE	--	--	--	- -	--	
102	Manufactured Housing Subdivision or Parks *	--	--	--	SE P	--	--	--	--	- -	--	Also possible via PUD in any zone.
103	Middle Housing											
103.1	Duplex, side-by-side *	P P	P	P	SE P	P	--	--	--	- -	--	
103.2	Duplex, stacked*	P P	P	P	SE P	P	--	--	--	- -	--	
103.3	Cottage court*	SE P	P	SE P	--	SE P	--	--	--	- -	--	
103.4	Fourplex, stacked*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.5	Townhouse *	--	SE P	SE P	SE P	SE P						

103.6	Triplex, stacked*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.7	Mansion Apartment*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.8	Courtyard Building*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.9	Live-work units*	P	P	P	P	P	S E	SE	--	- -	--	
104	Mobile Home	--	--	--	SE	--	--	--	--	- -	--	
105	Multifamily Apartment Complex*	--	SE	SE	SE	SE	--	--	--	- -	--	
106	Single Family Detached*	P	P	P	P	P	--	--	--	- -	--	
107	Tiny House*	SE	SE	SE	SE	--	--	--	--	- -	--	
108	Any Household Living Use Not listed above	SE	SE	SE	SE	SE	--	--	--	- -	--	

3. Delete the enhanced separation requirement of liquor stores from certain other uses as follows:

Section 28-1007.2 A 16

- ~~a. No liquor store shall be permitted within one thousand (1,000) feet (measured from the closest portion of the affected properties) of any of the following uses: Schools, Colleges and Universities, Houses of Worship, Family Day Care, Day Care Group, Day Care Small Group, and Park.~~

4. Revise the description of proposed changes to architectural elements of approved PUDs that may be processed as a non-material amendment. Also, add lot line

adjustments between parcels when one of the parcels is non-buildable, as an example of nonmaterial PUD Amendments. These would be accomplished by revising and adding to Section 28-701 I, per the following:

Non-material changes may include the following:

- Proposed substitution of species provided for landscaping (provided the new species serves the same function the original species was intended to serve).
- Relocation of residential units provided there are no environmental, traffic, etc., impacts as a result of such action.
- Relocation of site infrastructure (e.g. utilities, stormwater management) provided said relocation creates no adverse impact.
- Proposed **Minor** change **of architectural elements that do not affect the** in architectural style or type from that which was indicated on approved PUD plans, subject to Planning Commission approval of said change (unless the PUD approval specifies a condition(s) concerning such architectural style or feature, in which case such a revision would constitute a material change).
- Addition of a park, open space or recreational amenity.
- Substitution of one project amenity with a comparable amenity.
- **Lot line adjustment that does not increase the number of lots in the approved PUD.**
- Other changes of a similar scope or magnitude.

4. Amend the Supplemental Standards applicable to the use “Multi-family Apartment Complex” (28-1007.1 14) as follows:

14. Multi-Family Apartment Complex

NOTE: Except where a standard is modified with regards to unique treatment in the CB Zoning District, only sub-items a, g, h, i, and j below shall apply to projects in the CB district.

- a. Multi-family apartment complexes dwelling shall be constructed in accordance with an approved Site Plan prepared under the provisions of Section 28 – 901 of this Ordinance.
- b. At least twenty-five (25%) percent of the gross development area shall be reserved as common open space, except for projects developed in the CBD Zoning District, in which case this standard shall not apply.

c. The setback requirements for multi-family apartment complexes shall be determined by the development standards for the zoning district in which the project is located except as hereby modified:

i. When more than one (1) apartment building is constructed, all buildings shall collectively adhere to the front setback requirements of the district in which they are located, plus five (5) feet per story over two (2) stories, or portion thereof.

ii. When more than one (1) apartment building is built, no building shall be closer than twenty-five (25) feet from any other apartment building that is part of the complex.

iii. No apartment structure shall be constructed at a distance of less than twenty (20) feet from any adjoining property lines;

d. When more than one apartment building is constructed, external walkways shall be paved and lighted.

e. In the event that swimming facilities are designed as a part of the project, these facilities shall be enclosed by a fence not less than six (6) feet high.

f. All areas not utilized for building or off-street parking shall be landscaped and maintained in accordance with Section 28 – 1014 of this Ordinance.

g. All buildings within the multi-family apartment complex shall be of compatible architectural design **stylistically consistent, taking into account massing, scale, materials, colors, and detailing.**

h. ~~Architecture shall be compatible among the units within the development and harmonious with the existing architecture of the Town of Easton.~~ **The overall architectural style of the complex shall be compatible and harmonious with the existing styles found in the Town of Easton.**

i. Public water and sewerage systems must be available to serve the Project.

j. The maximum permitted density shall be as follows:

i. In R-7A - 8 dwelling units per acre.

ii. In R-10A and R-10M Districts - 5 dwelling units per acre.

- iii. In the CBD Zoning District – 30 dwelling units per acre.
- iv. In the MXW – See Article 3 (Table 312 B) for density provisions.

k. Side yard setback requirements for apartment buildings adjacent to a single family detached residence or vacant residential lot shall be fifty (50) feet. Parking setback is also fifty (50) feet.

l. Rear yard setback requirements for apartment buildings adjacent to a single family residence or vacant residential lot shall be seventy-five (75) feet. The setback for parking areas is also seventy-five (75) feet.

5. As an attempt to insure against infill projects that are incompatible with surrounding structures and the neighborhood, add the following provision to the beginning of the Supplemental Standards for all Missing Middle Housing Types (Section 28-1007.1 13):

13. Middle Housing Types

Except as provided herein, the maximum permitted height for any middle housing type shall be the lesser of the maximum height limit of the Zoning District in which the structure is located or twelve feet (12') more than the tallest building within 400 feet of the proposed structure. Exceptions may be allowed, in the CBD, for any middle housing type proposed adjacent to any street identified in this Code as a "Major Road" (See Section 28-1009) plus Dover, Washington, Goldsborough, Harrison, Hanson, or Aurora. Middle Housing Types adjacent to these roads may be proposed for up to the maximum height permitted in the applicable Zoning District(s) but shall require Planning Commission approval of the proposed structure(s).

6. Allow for fee-simple for sale attached units via a process other than the Planned Unit Development option, by allowing for 0' setbacks. This would be accomplished by adding the following language to the Supplemental Standards for Middle Housing Types, immediately following the proposed new language described in item 5 above, in Section 28-1007.1 13):

For Missing housing types that share a common wall, the side setback shall be zero (0) feet for the length of any such common walls. Detached garages built in association with such units may also be built with a zero foot setback. Areas of the lots outside of these two scenarios (common walls or detached garages), including from the primary structure of end units, shall adhere to the side setbacks applicable to the zoning district in which the structure is located.

7. Clarify the purpose of the illustrations of Missing Middle Housing Types by adding the following statement to the Definition section of the Code (28-114):

Middle Housing Units – Refers to a number of multi-unit or clustered housing types that bridge the gap of housing types between single-family detached and garden apartment building complexes. Such housing types are compatible in scale with single-family homes and help to meet the need for more housing choices at different price points. Definitions of specific types of middle housing units are as follows (NOTE: the graphics included in the definitions of each of the housing types are merely for illustrative purposes. They should not be relied upon to infer any dimensional or design requirements):

8. Create an additional use “Any Middle Housing Type or Variation not listed above” to allow for the possibility of a unique middle housing type not contemplated or accurately described by the existing list of such types. This would be simply accomplished by amending the Table of Permissible Uses and adding Supplemental Standards, as follows:

103	Middle Housing											
103.1	Duplex, side-by-side *	P ■	P	P	SE ■	P	--	--	--	- -	--	
103.2	Duplex, stacked*	P ■	P	P	SE ■	P	--	--	--	- -	--	
103.3	Cottage court*	SE ■	P	SE P	--	SE P	--	--	--	- -	--	
103.4	Fourplex, stacked*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.5	Townhouse *	--	SE P	SE P	SE ■	SE P						
103.6	Triplex, stacked*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.7	Mansion Apartment*	--	SE	SE	--	SE	--	--	--	- -	--	

			P	P		P						
103.8	Courtyard Building*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.9	Live-work units*	P	P	P	P	P	SE	SE	--	- -	--	
103.10	Any Middle Housing Type Or Variation not Listed Above*	—	SE	SE	SE	SE	—	—	—	—	—	

13 Middle Housing Types

a. Duplex, side-by-side

1. One duplex shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than the density provisions. Multiple duplexes on a single lot may be considered, but must comply with density limits.

b. Duplex, stacked

1. One duplex shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than the density provisions. Multiple duplexes on a single lot may be considered, but must comply with density limits.

c. Cottage Court

1. The maximum height of a cottage court shall be one and one-half stories, except that if the rear building is parallel to the primary street, that building may be a maximum of two stories.
2. Any on-site parking shall be provided in a clustered parking area, detached from the homes. No units shall be designed such that a resident can drive into a garage and walk directly into their unit.

- 3.Side setbacks for single-story buildings may be reduced to no less than five feet from the side property line.
- 4.The rear setback may be reduced to zero (0') feet.
- 5.The minimum width and depth of the courtyard area shall be twenty-five feet (25').
- 6.The maximum density of a cottage court shall be the greater of the base zoning (or PR Zoning if applicable) or 30 du/ac.

d. Fourplex, stacked

- 1.One fourplex shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than the density provisions. Multiple fourplexes on a single lot may be considered, but must comply with density limits.
- 2.Minimum open space requirements shall not apply for this unit type.

e. Townhouse

- 1.In the R-7A, R-10A, and R-10M districts, no more than three (3) units may be constructed with the same front setback and no more than six (6) units may be constructed in one building at first floor level. In the CBD district, no more than nine (9) units may be constructed in one building at first floor level.
- 2.The maximum permitted density shall be as follows:
 - i. In R-7A - 8 dwelling units per acre.
 - ii.. In R-10A and R-10M Districts - 5 dwelling units per acre.
 - iii. In the CBD Zoning District – 12 dwelling units per acre.
 - iv. .In the MXW – the density shall be as specified in Article 3 (see Table 312 B).

f. Triplex, stacked

- 1.. One triplex shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than

the density provisions. Multiple triplexes on a single lot may be considered, but must comply with density limits.

g. Mansion Apartment

1.55Mansion apartments shall have a maximum building width of seventy-five feet (75') and a maximum building depth of sixty feet (60').

2.One mansion apartment shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than the density provisions. Multiple mansion apartments on a single lot may be considered, but must comply with density limits.

h. Courtyard Building

1. One courtyard building shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than the density provisions. Multiple courtyard buildings on a single lot may be considered, but must comply with density limits.

2. Courtyards may be an L-shaped, C-shaped, or O-shaped configuration.

3. Wings projecting out from the main building shall be no wider than thirty-five feet (35').

4. All ground floor units shall have direct access to a courtyard.

5. The minimum width and depth of the courtyard shall be thirty feet (30').

i.. Live-work Units

1. The ground floor space may be occupied by any retail space or food and beverage establishment provided that it complies with any supplemental standards for such uses.

2. The ground floor and upper floor spaces shall establish the greater of a two hour fire separation or the requirement of the Town of Easton Building Code.

3. Additional parking for the ground floor unit shall not be required.

4. The ground floor unit shall have a minimum floor-to-ceiling height of ten feet (10').

5. The ground floor unit may subsequently be converted to a second residential unit provided the standards applicable to the use, duplex, stacked

are achieved.

j. Any Middle Housing Type or Variation not otherwise listed

1. Any middle housing type not otherwise listed, or any variation of an identified building type that varies from the definition and/or supplemental standard for said type, shall require Planning Commission review and approval of a site plan and architectural renderings.
2. Any one structure may be built for single structure housing types without regard to density limitations of the zoning district. Housing types for multiple structures or multiple units of single structure housing types may be permitted, but shall adhere to the density requirements of the district.
3. The Planning Commission may require compliance with any of the supplemental standards for specific middle housing types listed above if they conclude that the proposed structure(s) is substantially similar to such housing type.

9. Revise the language governing the treatment of approved PUDs that do not start, or cease construction between phases in multi-phased projects, per the following:

- (5) The owners or developers must indicate that they plan to begin construction of the development within two (2) years after final approval. If there is no action on the part of the applicant at any point in the process for a period of two (2) years, the zoning of the site shall revert to its previous classification unless a time extension is requested by the developer and granted by the Planning and Zoning Commission. For projects constructed in parts or phases, the PUD approval applicable to any portion not improved in accordance with said PUD approval, shall expire if no development activity occurs for a period of five (5) years. An extension of the PUD approval may be granted by the Planning and Zoning Commission provided such request is received by the Town Planner at least 60 days prior to the expiration date of the PUD. Expired PUDs may be considered for reinstatement by the Planning Commission upon request by the Applicant. Such a request shall include an analysis of the impacts to the layout of the site as depicted on the approved PUD site plan, based on any Regulations that have changed since the original PUD approval. If there are no such changes (or there are changes but they are of a nature that they do not significantly affect the layout of the previously approved PUD), the PUD approval may be reinstated by the Planning

Commission. If changes do exist that would substantially affect the layout of the previously approved PUD, then the Applicant shall only proceed by either filing a new PUD application or requesting a Zoning Map Amendment for the property. Such reinstated PUDs shall expire two years from the date of the Planning Commission's approval of the reinstatement.

10. Correct the redundancy of the use "Live-Work Unit" by maintaining the first incidence of said use (Use 103.9) as is, and renaming the second occurrence of the use (Use 608) as "Residential Use in a Commercial Building". Also, revise the one of the Supplemental Standards associated with use 103.9 to allow for the possibility of service uses on the ground-floor of Live-Work Units, as follows:

i.. Live-work Units

1. The ground floor space may be occupied by any retail space, **business, personal or professional service use**, or food and beverage establishment provided that it complies with any supplemental standards for such uses.

11. Relax the prohibition of negative use restrictions concerning grocery stores, as found in Section 28-201 C by adding a definition of "Grocery Store" and amending 28-201 C, as follows:

Revise Section 28-201 C:

1. Prohibitions. A private agreement that purports to impose negative use restrictions and/or restrictive covenants upon real property in the Town of Easton so as to prohibit or have the economic or practical effect of prohibiting the use of such real property for grocery store **less than 15,000 square feet gross floor area** ~~purposes~~ after a grocery store has terminated grocery store operations on such real property, when such use would otherwise be permitted (including as a special exception) under the Town's Zoning Code, shall be against public policy, void, and unenforceable. The foregoing prohibition shall apply whether the private agreement is incorporated in a deed restriction, restrictive covenant, a lease or memorandum of lease, or any other instrument. This prohibition applies to all such private agreements effective on or after September 18, 2017. This prohibition shall not apply to an owner or operator of a grocery store that terminates operations at a site for purposes of relocating the grocery store into a comparable or larger store located within the Town of Easton within a quarter mile of the site where the prior operation was terminated; provided that relocation and commencement of the operation of the new grocery store at the new site occurs within two (2) years of the sale, transfer, or lease of the prior site, and the negative use restriction or restrictive covenant does not have a term in excess of three (3) years. If the new grocery store is not relocated within the Town of Easton within a quarter mile of the prior site within two (2) years, then the negative use restriction or restrictive covenant shall not be enforceable. The fines that may be levied for violation of the Zoning Code pursuant to Section 28-1308 of the Zoning Code shall not apply to such private agreements entered into prior to the effective

date of this section. However, all other available legal remedies, including but not limited to declaratory judgment and/or injunctive relief shall apply to all violations of this section including those entered into prior to the effective date of this section.

Add the following definition to Section 28-114:

Grocery Store - A commercial establishment for the sale of produce, dairy products, fresh meat and staples.



Town Council Workshop Proposed Zoning and Subdivision Regulation Amendments

June 12, 2023

Zoning Code Amendments

- Third in a series of proposed amendments.
- Previously adopted our Critical Area Chapter & Corrected a couple of Inconsistencies in MXW.
- This set addresses a slightly broader scope, with a particular focus on adjustments to the “Missing Middle Housing” standards.

Zoning Code Amendments

12. Relax the prohibition of negative use restrictions concerning grocery stores, as found in Section 28-201 C by adding a definition of “Grocery Store” and amending 28-201 C, as follows:

Grocery Store - A commercial establishment for the sale of produce, dairy products, fresh meat and staples.

Zoning Code Amendments

Revise Section 28-201 C:

1. Prohibitions. A private agreement that purports to impose negative use restrictions and/or restrictive covenants upon real property in the Town of Easton so as to prohibit or have the economic or practical effect of prohibiting the use of such real property for grocery store **less than 15,000 square feet gross floor area** purposes after a grocery store has terminated grocery store operations on such real property, when such use would otherwise be permitted (including as a special exception) under the Town's Zoning Code, shall be against public policy, void, and unenforceable. The foregoing prohibition shall apply whether the private agreement is incorporated in a deed restriction, restrictive covenant, a lease or memorandum of lease, or any other instrument. This prohibition applies to all such private agreements effective on or after September 18, 2017. This prohibition shall not apply to an owner or operator of a grocery store that terminates operations at a site for purposes of relocating the grocery store into a comparable or larger store located within the Town of Easton within a quarter mile of the site where the prior operation was terminated; provided that relocation and commencement of the operation of the new grocery store at the new site occurs within two (2) years of the sale, transfer, or lease of the prior site, and the negative use restriction or restrictive covenant does not have a term in excess of three (3) years. If the new grocery store is not relocated within the Town of Easton within a quarter mile of the prior site within two (2) years, then the negative use restriction or restrictive covenant shall not be enforceable. The fines that may be levied for violation of the Zoning Code pursuant to Section 28-1308 of the Zoning Code shall not apply to such private agreements entered into prior to the effective

date of this section. However, all other available legal remedies, including but not limited to declaratory judgment and/or injunctive relief shall apply to all violations of this section including those entered into prior to the effective date of this section.

Zoning Code Amendments

1. Amend Table 312A (MXW Use Table) to add “Short-Term Housing” and permit via Special Exception in all sub-districts except Water’s Edge, where it is prohibited.
2. Amend Table 2.1 (Table of Permissible Uses) to make Manufactured Housing Subdivision or Park permitted outright rather than via Special Exception in the R-10M Zoning District and to revise how most of the Middle Housing Types are permitted in residential zoning districts and the Central Business District.

Missing Middle Housing



USE		A-1	R-7 A	R-10 A	R-10 M	CB	CG	CL	BC	I	G/ I	NOTES
1. RESIDENTIAL USES												
101	Accessory Dwelling Unit *	SE	SE	SE	--	SE	--	--	--	-	--	
102	Manufactured Housing Subdivision or Parks *	--	--	--	SE P	--	--	--	--	-	--	Also possible via PUD in any zone.
103	Middle Housing											
103.1	Duplex, side-by-side *	P ■	P	P	SE ■	P	--	--	--	-	--	
103.2	Duplex, stacked*	P ■	P	P	SE ■	P	--	--	--	-	--	
103.3	Cottage court*	SE ■	P	SE P	--	SE P	--	--	--	-	--	
103.4	Fourplex, stacked*	--	SE P	SE P	--	SE P	--	--	--	-	--	
103.5	Townhouse *	--	SE P	SE P	SE ■	SE P						

103.6	Triplex, stacked*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.7	Mansion Apartment*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.8	Courtyard Building*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.9	Live-work units*	P	P	P	P	P	S E	SE	--	- -	--	
104	Mobile Home	--	--	--	SE	--	--	--	--	- -	--	
105	Multifamily Apartment Complex*	--	SE	SE	SE	SE	--	--	--	- -	--	
106	Single Family Detached*	P	P	P	P	P	--	--	--	- -	--	
107	Tiny House*	SE	SE	SE	SE	--	--	--	--	- -	--	
108	Any Household Living Use Not listed above	SE	SE	SE	SE	SE	--	--	--	- -	--	

Zoning Code Amendments

3. Delete the enhanced separation requirement of liquor stores from certain other uses as follows:

Section 28-1007.2 A 16

- a. ~~No liquor store shall be permitted within one thousand (1,000) feet (measured from the closest portion of the affected properties) of any of the following uses: Schools, Colleges and Universities, Houses of Worship, Family Day Care, Day Care Group, Day Care Small Group, and Park.~~

Zoning Code Amendments

4. Refine/expand language concerning non-material PUD Amendments as follows:

Non-material changes may include the following:

- Proposed substitution of species provided for landscaping (provided the new species serves the same function the original species was intended to serve).
- Relocation of residential units provided there are no environmental, traffic, etc., impacts as a result of such action.
- Relocation of site infrastructure (e.g. utilities, stormwater management) provided said relocation creates no adverse impact.
- ~~Proposed~~ Minor change of architectural elements that do not affect the architectural style or type from that which was indicated on approved PUD plans, subject to Planning Commission approval of said change (unless the PUD approval specifies a condition(s) concerning such architectural style or feature, in which case such a revision would constitute a material change).
- Addition of a park, open space or recreational amenity.
- Substitution of one project amenity with a comparable amenity.
- Lot line adjustment that does not increase the number of lots in the approved PUD.
- Other changes of a similar scope or magnitude.

Zoning Code Amendments

5. Amend the supplemental standards applicable to the use “Multi-family apartment complex” as follows:

Add the following clarifying statement at the beginning of the standards to identify which standards do and do not apply in the Central Business (CB) District:

NOTE: Except where a standard is modified with regards to unique treatment in the CB Zoning District, only sub-items a, g, h, i, and j below shall apply to projects in the CB district.

Zoning Code Amendments

Revise standard g, h, and k as follows:

g. All buildings within the multi-family apartment complex shall be of ~~compatible architectural design~~ stylistically consistent, taking into account massing, scale, materials, colors, and detailing.

h. ~~Architecture shall be compatible among the units within the development and harmonious with the existing architecture of the Town of Easton.~~ The overall architectural style of the complex shall be compatible and harmonious with the existing styles found in the Town of Easton.

k. Side yard setback requirements for apartment buildings adjacent to a single family detached residence or vacant residential lot shall be fifty (50) feet. Parking setback is also fifty (50) feet.

Zoning Code Amendments

6. To insure against infill projects that are incompatible with surrounding structures and the neighborhood, add the following provision to the beginning of the Supplemental Standards for all Missing Middle Housing Types (Section 28-1007.1 13)

13. Middle Housing Types

Except as provided herein, the maximum permitted height for any middle housing type shall be the lesser of the maximum height limit of the Zoning District in which the structure is located or twelve feet (12') more than the tallest building within 400 feet of the proposed structure.

Exceptions may be allowed, in the CBD, for any middle housing type proposed adjacent to any street identified in this Code as a "Major Road" (See Section 28-1009) plus Dover, Washington, Goldsborough, Harrison, Hanson, or Aurora. Middle Housing Types adjacent to these roads may be proposed for up to the maximum height permitted in the applicable Zoning District(s) but shall require Planning Commission approval of the proposed structure(s).

Zoning Code Amendments

7. Allow for fee-simple for sale attached units via a process other than the Planned Unit Development option, by allowing for 0' setbacks. This would be accomplished by adding the following language to the Supplemental Standards for Middle Housing Types, immediately following the proposed new language described in the previous item, in Section 28-1007.1 13:

For Missing housing types that share a common wall, the side setback shall be zero (0) feet for the length of any such common walls. Detached garages built in association with such units may also be built with a zero foot setback. Areas of the lots outside of these two scenarios (common walls or detached garages), including from the primary structure of end units, shall adhere to the side setbacks applicable to the zoning district in which the structure is located.

Zoning Code Amendments

8. Clarify the purpose of the illustrations of Missing Middle Housing Types by adding the following statement to the Definition section of the Code (28-114):

Middle Housing Units – Refers to a number of multi-unit or clustered housing types that bridge the gap of housing types between single-family detached and garden apartment building complexes. Such housing types are compatible in scale with single-family homes and help to meet the need for more housing choices at different price points. Definitions of specific types of middle housing units are as follows (NOTE: the graphics included in the definitions of each of the housing types are merely for illustrative purposes. They should not be relied upon to infer any dimensional or design requirements):

Zoning Code Amendments

9. Create an additional “Any Middle Housing Type of Variation not Listed above” to allow for the possibility of a unique middle housing type not contemplated or accurately described by the existing list of such uses. This would be accomplished by amending the Table of Permissible Uses and adding Supplemental Standards as follows:

103.10	Any Middle Housing Type Or Variation not Listed Above*	—	SE	SE	SE	SE	—	—	—	—	—	
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j. Any Middle Housing Type or Variation not otherwise listed

1. Any middle housing type not otherwise listed, or any variation of an identified building type that varies from the definition and/or supplemental standard for said type, shall require Planning Commission review and approval of a site plan and architectural renderings.
2. Any one structure may be built for single structure housing types without regard to density limitations of the zoning district. Housing types for multiple structures or multiple units of single structure housing types may be permitted, but shall adhere to the density requirements of the district.
3. The Planning Commission may require compliance with any of the supplemental standards for specific middle housing types listed above if they conclude that the proposed structure(s) is substantially similar to such housing type.

Zoning Code Amendments

10. Revise the language governing the treatment of approved PUDs that never start, or cease construction between phases in multi-phased projects, per the following:

- (5) The owners or developers must indicate that they plan to begin construction of the development within two (2) years after final approval. If there is no action on the part of the applicant at any point in the process for a period of two (2) years, the zoning of the site shall revert to its previous classification unless a time extension is requested by the developer and granted by the Planning and Zoning Commission. For projects constructed in parts or phases, the PUD approval applicable to any portion not improved in accordance with said PUD approval, shall expire if no development activity occurs for a period of five (5) years. An extension of the PUD approval may be granted by the Planning and Zoning Commission provided such request is received by the Town Planner at least 60 days prior to the expiration date of the PUD. Expired PUDs may be considered for reinstatement by the Planning Commission upon request by the Applicant. Such a request shall include an analysis of the impacts to the layout of the site as depicted on the approved PUD site plan, based on any Regulations that have changed since the original PUD approval. If there are no such changes (or there are changes but they are of a nature that they do not significantly affect the layout of the previously approved PUD), the PUD approval may be reinstated by the Planning

Commission. If changes do exist that would substantially affect the layout of the previously approved PUD, then the Applicant shall only proceed by either filing a new PUD application or requesting a Zoning Map Amendment for the property. Such reinstated PUDs shall expire two years from the date of the Planning Commission's approval of the reinstatement.

Zoning Code Amendments

11. Correct the redundancy of the use “Live-Work Unit” by maintaining the first incidence of said use (Use 103.9) as is, and renaming the second occurrence of the use (Use 608) as “Residential Use in a Commercial Building”. Also, revise one of the supplemental standards associated with use 103.9 to allow for the possibility of service uses on the ground-floor of Live-Work Units, as follows:

1. The ground floor space may be occupied by any retail space, business, personal or professional service use, or food and beverage establishment provided that it complies with any supplemental standards for such uses.

Subdivision Regulations

- This is a comprehensive update.
- Subdivision Regulations primarily prescribe the procedures associated with the creation of new lots within the Town of Easton.
- As such, there are not a great deal of changes and the majority of them are focused on updating things like titles, numbers of copies required, reflecting our current subdivision checklists, etc.
- Perhaps the most significant proposed substantive change is to the street standards.

Subdivision Regulations - Street Standards

Current

- A Hierarchy is required.
- Residential Access (26' street width)
- Residential Subcollector (36' street width)
- Residential Collector (26' street width + 6' grass shoulders)
- No standards for commercial or industrial streets

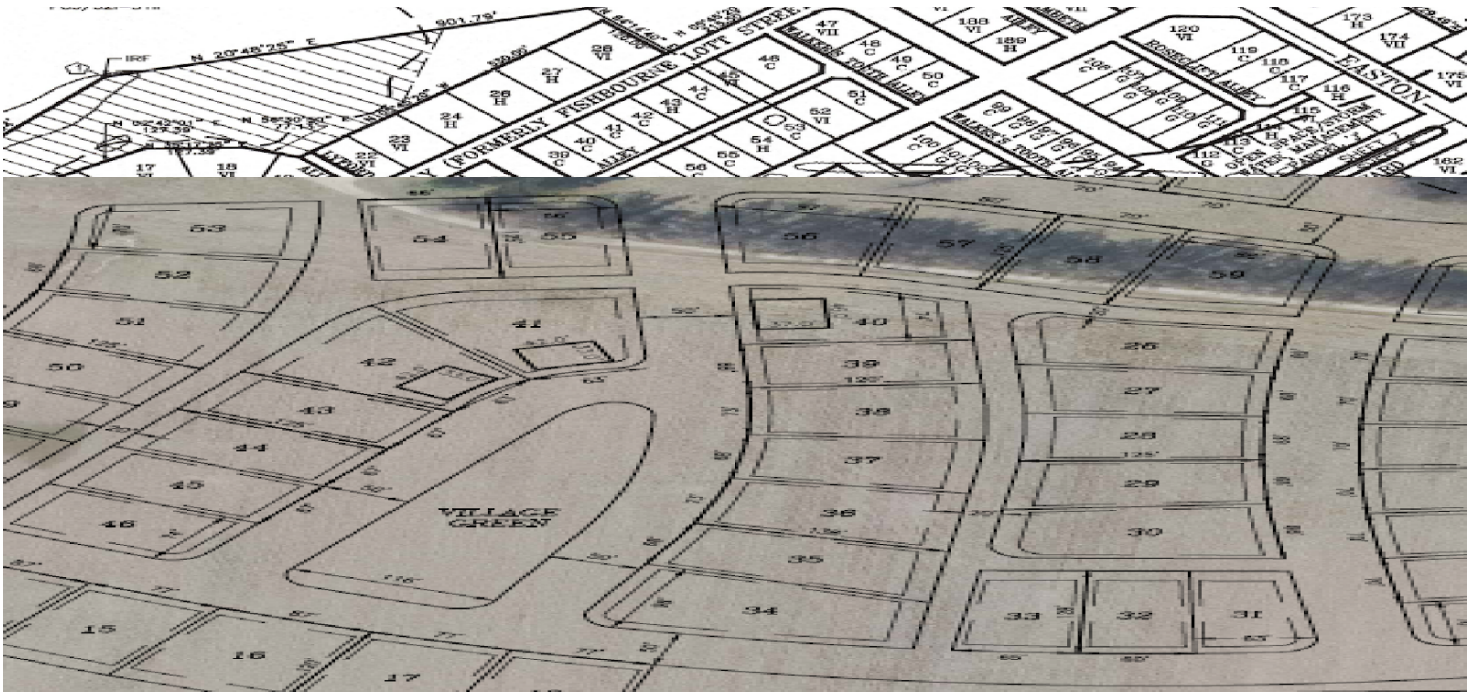
Proposed

- Residential Street (36' street width)
- Collector Street (30' street width)
- Commercial Urban Street (30' street width)
- Commercial Industrial Street (30' street width - gravel shoulders w/ preference to have no curbs)
- Revised alley standards and added standards for cul-de-sacs

TOWN OF EASTON



SUBDIVISION REGULATIONS



January 19, 2023

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ARTICLE I – INTRODUCTION

SECTION 100 PURPOSE

The purpose of these Regulations is to regulate and control the division of land within the corporate limits of the Town of Easton, in order to promote the public health, safety, morals and general welfare of the citizens of the Town of Easton.

SECTION 101 INTENT

It is the general intent of these Regulations to regulate the division of a land as to:

- (a) Assure sites suitable for building purposes and human habitation, and to provide for the harmonious development of the Town of Easton in accordance with the Comprehensive Development Plan and the Zoning Ordinance;
- (b) Implement the development goals and objectives and design characteristics specified in the Town of Easton Comprehensive Plan;
- (c) Coordinate streets within the subdivisions with other existing, planned, or recorded streets or with any street plan adopted or approved by the Town of Easton;
- (d) Insure adequate open space for recreation, light and air;
- (e) Further the orderly and appropriate development of land with a variety of design concepts;
- (f) Regulate the flow of traffic;
- (g) Facilitate adequate provisions for transportation, water, sewerage, schools, parks and other public facilities;
- (h) Establish minimum standards, and to provide for the necessary administrative procedures to implement these regulations;
- (i) Insure proper legal descriptions and monumenting of subdivided land and to aid Town and County officials in securing adequate records of land title.

SECTION 102 INTERPRETATION AND APPLICATION OF REGULATIONS

The provisions of these Regulations shall be held to be minimum requirements to meet the stated purpose and intent of these Regulations. Whenever the Regulations are at variance with the requirements of any other laws, rules, regulations, ordinances, deed restrictions, or covenants, the most restrictive or that imposing the higher standards, shall govern.

ARTICLE II – DEFINITIONS

SECTION 200 GENERAL

For the purpose of these Regulations, words and terms used herein shall be interpreted as follows:

- (a) Words used in the present tense include the future;
- (b) The singular includes the plural; the plural includes the singular;
- (c) The word "person" includes a corporation, institution, partnership and association as well as the individual;
- (d) The word "lot" includes the word "tract" or "parcel;"
- (e) The word "Commission" and the words "Planning and Zoning Commission" mean the Town of Easton Planning and Zoning Commission;
- (f) The word "Council" means the Town Council of Easton;
- (g) The words "Town Engineer" mean the officially appointed Town Engineer of Easton or his/her designated representative;
- (h) The words "Town Clerk" mean the officially appointed Town Clerk of Easton or his/her designated representative.
- (i) The words "Town Planner" shall mean the designee of the Town Manager charged with the responsibility for administering the Town's Planning and Zoning programs, or his/her their designee.
- (j) The word "shall" is mandatory; the word "may" is permissive;

SECTION 201 SPECIFIC

- (a) ALLEY: A public right-of-way affording a secondary means of vehicular access to the rear or sides of the lot.
- (b) APPLICANT: Any person who submits to the Planning and Zoning Commission subdivision plans for the purpose of obtaining approval thereof.
- (c) APPLICATION FEE: Fee collected on a per lot basis, collected at the time of Preliminary Plat submittal; established by resolution of the Easton Town Council.

(d) **AVERAGE DAILY TRAFFIC (ADT):** Average Daily Traffic is the total volume during a given time period (in whole days greater than one day and less than one year) divided by the number of days in that time period. For new residential streets and driveways, the expected ADT is determined by using the Trip Generation Rate table found in Section 702 (d).

(e) **BLOCK:** An area of land containing one or more lots and bounded by streets providing access to such lot or lots. Block boundaries may also include a railroad right-of-way, unsubdivided acreage, river, live stream or any other barrier to the continuity of development.

(f) **BUILDING:** Any structure which is designed built or occupied as a shelter or enclosure of persons, animals, or chattels including any tent, cabin, trailer, or mobile home.

(g) **BUILDING ENVELOPE:** The area of a lot in which the principle building shall be located. The building envelope is formed by the setback requirements of the applicable zoning district for the subject property.

(h) **CUL-DE-SAC (COURT):** A street having one end open to traffic and having the other end permanently terminated by a vehicle turnaround space.

(i) **CURB:** A raised edge along the side of a street or roadway, the rear of which defines its lateral boundary, ending with the face of the curb.

(j) **CURB CUT:** An opening in the curb created to allow a driveway or a right of way to enter from the street.

(k) **DEDICATION:** The deliberate setting aside or appropriation of land by its owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted.

(l) **DEVELOPER:** Any individual, partnership, public agency or corporation (or agent therefore) that undertakes the responsibility for any or all of the activities covered by these Regulations, particularly the preparation of the subdivision plat and improvement plans showing the layout of the land and the public improvements involved therein. Inasmuch as the subdivision plat is merely a necessary means to the end of assuring a satisfactory development, the term "developer" is intended to include the term "subdivider" even though the personnel involved in successive stages of the project may vary.

(m) **DRIVEWAY:** A driveway is a private minor vehicular access way between a street and a parking area within a lot or property.

(n) EASEMENT: A right granted for the purpose of limited private, public, or quasi-public use over, across, or, or under private land.

(o) IMPROVEMENTS: Those physical additions, installations and changes, such as streets, curbs, sidewalks, water mains, sewers, drainage facilities, public utilities, and other appropriate items required to render land suitable for the use proposed.

(p) IMPROVEMENT PLANS: Construction plans of the required improvements submitted upon approval of a Preliminary Plat.

(q) LOT: A piece or parcel of land occupied or intended to be occupied by a principal building or use or group of buildings and accessory buildings and uses, including all open spaces and yards required by the Zoning Ordinance and having access to a street, and legally recorded in the Land Records of Talbot County.

(r) LOT LINE REVISION: An adjustment or revision of a line, line of record, or lines on a recorded plat which does not require any improvements or create any new lots or parcels.

(s) PARKING: ON-LOT. The number of parking spaces required by the Town of Easton's Zoning Ordinance to be provided off-street. These spaces are intended to serve the normal daily parking needs of the dwelling unit occupants.

(t) PLAT REVIEW FEE: Review fee paid as prescribed in the Official Town of Easton Schedule of Fees established by resolution of the Easton Town Council.

(u) PUBLIC WORKS AGREEMENT: A contract, between the developer and the Town, to complete the necessary improvements in accordance with approved plans and specifications by a given date; such contract to be guaranteed by an approved surety bond or performance bond, a certified check, cash, irrevocable letter of credit or such other security as the Town deems appropriate.

(v) RESUBDIVISION: The revision of any plat of record for any purpose.

(w) RIGHT-OF-WAY: A strip of land taken or dedicated for use as a public way. In addition to the roadway, rights-of-way normally incorporate curbs, parkways, sidewalks, alleys, lighting, and drainage facilities.

(x) SETBACK: A line beyond which no building or structure is permitted to extend. All setbacks extend from property line to property line.

(y) STREET: A public way which provides a means of access to abutting property. The term shall include road, street, avenue, drive, circle, highway, or similar term.

(z) **STREETS CLASSIFICATION MAP:** A map, adopted by resolution of the Easton Town Council, classifying existing streets within the Town of Easton.

(aa) **STREET LINE:** The line dividing a street from a lot.

(bb) **STRUCTURE:** Anything constructed or erected with a fixed location on the ground, or anything attached to something having a fixed location on the ground. Structures may include, but are not limited to, buildings, mobile homes, walls, billboards, poster panel and fences in excess of forty-eight (48) inches in height.

(cc) **SUBDIVISION:** (1) The division of a single lot, tract, or parcel of land or part thereof into two (2) or more lots, tracts, or parcels of land for the purpose, whether immediate or future, of transfer of ownership or of building development; except, for purposes of these Regulations, the transfer or sale of land between owners of adjoining properties which does not involve the creation of any new buildable lots shall not constitute a subdivision. (2) The term "subdivision" includes "resubdivision" and when appropriate to the context shall relate to the process of subdividing or to the land subdivided.

(dd) **SUBDIVISION, MINOR:** The division of a single lot, tract or parcel of land into four (4) or fewer lots, tracts, or parcels of land for the purpose, whether immediate or future, of transfer of ownership or of building development. Provided the proposed lots, tracts, or parcels of land thereby created have frontage on an improved street or streets, and provided that there is not created by the subdivision any new street or streets.

ARTICLE III - CONTROL AND PENALTIES

SECTION 300 SUBDIVISION CONTROL

No land in a subdivision created after the adoption of these Regulations shall be transferred or sold until the Final Plat of such subdivision has been recorded in accordance with these Regulations and until the improvements required in connection with the subdivision have either been constructed or guaranteed as hereinafter provided. After approval of a Preliminary Plat shall have been obtained, an applicant may offer such land for sale provided that the contract of sale shall be conditioned upon the approval and recordation of the final plat and that this condition is stated upon the contract of sale.

SECTION 301 BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

No building permit shall be issued for any lot within a subdivision until such time as the final plat of such subdivision has been recorded. No certificate of occupancy for any structure on a lot in a subdivision shall be issued until such time as the required improvements have been completed to an extent satisfactory to the Town Engineer.

SECTION 302 PLAT APPROVAL REQUIRED

No final plat of any subdivision shall be recorded until it has been approved by the Town Engineer and the Planning and Zoning Commission as provided herein. The plat shall not be approved unless it satisfies the requirements of these Regulations.

SECTION 303 PENALTIES FOR VIOLATION

Violations by a landowner or his agent of the provisions of Section 300 of these regulations or requirements and restrictions imposed by the Planning and Zoning Commission as conditions for approval of a subdivision plat shall constitute a misdemeanor. Upon conviction thereof, the offender shall be subject to a fine not to exceed \$1,000.00 or to imprisonment for a period of thirty days, or both, at the discretion of any Court of competent jurisdiction.

Any conveyance of a lot or parcel of land in violation of the provisions of these regulations shall be violable at the option of the purchaser.

SECTION 304 TIMING OF PAYMENT OF REQUIRED FEES AND CHARGES

In order to ensure that new development pays for the impacts associated with said development, there are a number of fees which the Town assesses to recoup said costs. These fees and the point at which they are payable are specified in the following table:

Town of Easton Development-related Fees	
Fee	When Payable*
Plat Review Fees	With submission of the corresponding type of plat
Capital Charges (Easton Utilities)	Prior to Recordation of the Plat
Any approved Fees-in-Lieu Payments	Prior to Recordation of the Plat
Impact Fees	With Building Permit Submission

*- Unless otherwise provided through the Town Approved Schedule of Fees

ARTICLE IV - PROCEDURES AND REQUIREMENTS

SECTION 400 SKETCH PLAT PURPOSE

(a) The purpose of the sketch plat is to provide the applicant with an opportunity to resolve problems early in the proceedings and to make necessary modifications and revisions prior to incurring the expense of preparing a Development and final plat. The Sketch plat also allows an opportunity for other parties to comment on the subdivision. A sketch plan shall show those areas, which are best suited for development on the site. This includes delineation of areas not suitable for development such as floodways delineated on the FEMA Floodway maps; areas of high value forest cover; areas of non-tidal wetlands; areas located within the Chesapeake Bay Critical area buffer and any other areas not developable due to natural site conditions.

(b) The determination of street classification according to Section 702 shall be determined during the sketch plan review.

SECTION 401 SKETCH PLAT PROCEDURES

(a) Applicant prepares sketch plan and application and submits three (3) copies of the sketch plan, one digital file, the application and plat review fee (See Section 1002) to the Town Planner;

(b) The Town Planner shall check the submission and;

(1) if the submission is incomplete, return the submission to the applicant and/or indicate to the applicant the deficiencies therein.

(2) if the submission is complete, accept the sketch plan and application;

(3) schedule the application for review on the next available meeting of the Easton Development Staff Review Committee and distribute copies to ESDR staff; and

(4) deposit fees with the Town Finance Officer; and

(c) When the Town Planner has determined that the sketch plat is ready to proceed beyond the ESDR, they shall publish notice at least seven (7) days in advance for a public hearing to be held at the next scheduled Planning Commission's meeting and post notice of such hearing on the property. Notification of adjacent and nearby property owners shall be provided in accordance with the requirements of the Town of Easton Zoning Ordinance. Applicant shall provide five (5) copies of the plat as presented or revised as a result of ESDR review.

(d) The Town Planner shall, within a reasonable time:

- (1) review the applicant's submission;
- (2) review reports by the Town Engineer, and Easton Utilities;
- (3) facilitate review of the submission via the Easton Staff Development Review process.
- (4) prepare staff report and forward said report to the Planning Commission for their consideration,

(e) The Planning and Zoning Commission shall;

- (1) hold a public hearing to receive public comment on the proposed subdivision.
- (2) evaluate the applicant's submission, presentation, discussion with the applicant, and agency reports;
- (3) determine whether the sketch plan meets the objectives and requirements of these Regulations and other regulations, ordinances and plans of the Town;
- (4) inform the applicant of their decision, including required changes in the sketch plan.

(f) The Planning and Zoning Commission shall not approve a sketch subdivision plan unless they determine that the proposed subdivision satisfies each of the following requirements. Failure to satisfy any single requirement shall be just cause to deny a subdivision application, even if all others are satisfied. For each subdivision, the Planning Commission shall make findings that:

- (1) The proposed subdivision provides against such scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such services;
- (2) The proposed subdivision provides for harmonious development of the municipality and its environs;
- (3) The proposed subdivision requires the proper arrangement and coordination of streets within subdivisions in relation to other existing or planned streets;
- (4) The proposed subdivision provides for open spaces of adequate proportions (or satisfies this requirement by other acceptable means, when and as specified herein);
- (5) The proposed subdivision provides suitably located streets of sufficient width to accommodate existing and prospective traffic and afford adequate light, air, and access for fire fighting apparatus and equipment to buildings, and is coordinated so as to compose a convenient system;

(6) The proposed subdivision provides parks of reasonable size for neighborhood playgrounds or other recreational uses on land suitable for such uses (or satisfies this requirement by other acceptable means) in accordance with the standards of Section 708 of these Regulations;

(7) The land indicated on the plats submitted to the Planning Commission is of such character that it can be used for building purposes without danger to public health, safety, or general welfare;

(8) The proposed subdivision prescribes minimum areas of lots in conformance with the Town's Zoning Ordinance and such additional areas as may be needed for each lot for on-site sanitary facilities (if needed);

(10) The proposed subdivision promotes the orderly growth of the Town of Easton, providing for public and other open space and for proper development of land while preventing, through the Commission's discretion, such scattered, premature and undesirable subdivision and development of land as would involve danger, or injury to health, safety or property, by reason of lack of water supply, sewage, drainage, transportation, or other public services or would necessitate in the Commission's judgment an excessive expenditure of public funds for the supply of such services, or would be injurious to maintenance of the integrity of the adopted Town Comprehensive Plan;

(11) The proposed subdivision satisfies all technical requirements of these Regulations; and

(12) The proposed subdivision meets all design requirements of the Town of Easton, including those described in the Town's Comprehensive Plan, Zoning Code, and any Design Guidelines as may be adopted by the Town Council.

The Planning Commission may approve a sketch subdivision plat subject to conditions intended to insure compliance with these requirements.

SECTION 402 SKETCH PLAN REQUIREMENTS

Data furnished in the sketch plan shall include the following information:

- (a) name of the subdivision;
- (b) name and address of the owner;
- (c) tract boundaries;
- (d) north point and date;
- (e) streets on and adjacent to the tract;
- (f) significant topographical and physical features;
- (g) proposed general street layout indicating street classification;
- (h) proposed general lot layout;

- (i) delineation of Chesapeake Bay Critical Area, nontidal wetlands and FEMA Floodplain;
- (j) Stormwater Management sketch plan as specified in the Town of Easton Stormwater Management Ordinance (Chapter 6A of the Town Code);
- (k) Forest Stand Delineation as per Town of Easton Forest Conservation Ordinance;
- (l) where the subdivision plat covers only a portion of the owner's holdings, the sketch shall be submitted of the prospective street layout for the remainder of the tract;
- (m) physical features within 500' of the subdivision boundary and any other features which may affect the layout and design of the subdivision;
- (n) proposed phase lines, if applicable.
- (o) “sketch or “concept” landscape plan as per the Zoning Regulations. Sketch Landscape Plan must be on a separate sheet.

SECTION 403 PRELIMINARY SUBDIVISION PLAT PURPOSE

- (a) The purpose of the Preliminary Plat is to facilitate review and obtain conditional approval of the proposed subdivision in a detail such that the improvements can be designed and constructed.
- (b) A Preliminary Plat and all information and procedures relating to shall in all respects be in compliance with the provisions of these Regulations.
- (c) The approval of the Preliminary Plat shall constitute conditional approval of the subdivision but shall not constitute approval of the final plat.

SECTION 404 PRELIMINARY PLAT PROCEDURES

- (a) After receiving approval of the sketch plan the applicant prepares Preliminary Plat and application; and submits five (5) blue or black line copies of the Preliminary Plat, an application and appropriate fees (See Section 1002) to the Town Planner;
- (b) The Town Planner shall check the submission; and (1) if the submission is incomplete, return the submission to the applicant and/or indicate to the applicant the deficiencies therein; or (2) if the submission is complete, accept the Preliminary Plat, applicant form and fees.
- (c) The Town Planner shall distribute copies of the Preliminary Plat and application to:
 - (1) Town Engineer
 - (2) Easton Utilities Commission
 - (3) Any other utility company serving the subdivision
 - (4) Maryland Department of Transportation (if appropriate)
 - (5) Talbot County Health Department
- (d) The Town Planner shall, within a reasonable time:

- (1) review the applicant's submission;
 - (2) review reports by the Town Engineer, Talbot County Health Department, Easton Utilities Commission Staff, and any other agency that may comment;
 - (3) determine whether the Preliminary Plat is in accordance with the approved sketch plat, meets objectives and requirements of these Regulations and other regulations, ordinances, and plans of the Town;
 - (4) inform the applicant in writing of required changes if necessary in the Preliminary Plat.
- (e) As applicable, the submission will also be examined by the staff for conformity with the Town of Easton Critical Area Local Program, the requirements of the Zoning Ordinance and Subdivision Regulations of the Town and the recommendations of any authorized Federal, State and County agencies.
- (f) After the applicant has received approval of the Preliminary Plat, the Town Planner shall review the plat to see that they are as approved and facilitate electronic signature by all required parties. Submittal of improvement plans shall include a copy of the approved Preliminary Plat.

SECTION 405 PRELIMINARY PLAT REQUIREMENTS

The Preliminary Plat shall meet the following standards and show or be accompanied by the following information:

(a) Drafting Standards

- (1) The plat shall be scaled to fit sheets no larger than twenty-four (24) by thirty-six (36) inches unless otherwise permitted.
- (2) Dimensions shall be in feet and decimals to the nearest hundredth of a foot and the bearings in degrees, minutes, and seconds.
- (3) Each sheet shall be numbered and shall show its relationship to the total number of sheets.
- (4) Where any revision is made, or when the plat is a revision of a previously approved plat, dotted lines shall be used to show features or locations to be abandoned and solid lines to show the presently proposed features.
- (5) The boundary line of the subdivision shall be shown as a solid heavy line.

(b) General Information

- (1) Name of the subdivision.
- (2) Name and address of the owner(s).
- (3) Name, address, and seal of the surveyor responsible for the plat.
- (4) Present zoning classification.
- (5) Date, meridian, scale, and direction of all lines by bearings and distances.
- (6) A location map for the purpose of locating the site to be subdivided showing the relation of the tract to adjoining property and streets.

(c) Existing Features

- (1) Complete Boundary survey of the property to be subdivided, showing all bearings, distances, area, and tie-ins to all adjacent street lines and adjacent Town Boundary lines.
- (2) The location, names, and widths of streets, the location of property lines and names of adjacent owners, the location of water courses and other natural features within two hundred (200) feet of any part of the land to be subdivided.
- (3) Location of all existing markers and monuments.
- (4) Location, size, purpose, and ownership of all underground utilities and rights-of-way and/or easements within the property.
- (5) Topography with contours on one (1) foot intervals, the location of existing buildings, the outline of all wooded areas, marshy areas, and areas subject to flooding.
- (6) Forest Conservation Plan with worksheets shall be submitted on a separate sheet drawn to the same scale as the subdivision plat.
- (7) Landscaping Plan in accordance with the provisions of LANDSCAPING AND BUFFERING Section of the Zoning Ordinance. Landscaping plans must be on a separate sheet. Native plants shall be used. Applicants should refer to the Talbot County Buffer Management Plan Guidelines & Plant List.

(d) Proposed Layout

- (1) Lot layout, including bearings, distances, and area and numbering of lots under such system as the Commission may designate.
- (2) The names, classification,, and widths of all proposed streets and alleys, in accordance with these Regulations and the Street Naming and Addressing Manual.
- (3) Sufficient data to readily determine the location, bearing and length of every street, lot, and boundary line. Data shall include total distances of all such street lines, tangent lengths and central angles for each total street curve and central angles for each lot corner around a cul-de-sac.
- (4) The building setback lines.
- (5) Accurate location of all monuments, markers and reference points.
- (6) The location, width, and purpose of all easements or rights-of-way and the boundaries by bearings and distances.
- (7) Land offered for dedication for parks, schools, and widening of streets, or other community uses.
- (8) When the subdivision is to be developed in two or more phases, the lines delineating such phases shall be shown.

(e) The words "PRELIMINARY PLAT - NOT TO BE RECORDED," shall be shown on the plat.

(f) For proposed subdivision located in the Critical Area Overlay District, the following additional information will be shown on the Preliminary Plat as applicable:

- (1) Critical Area and Buffer boundaries.
- (2) Location and area of all soils exhibiting the following characteristics as determined by the Soil Survey:
 - a. Septic Limitations, if applicable.
 - b. Wet soils.
 - c. Hydric Soils and soils with hydric properties, and
 - e. Highly erodible soils (soils on slope greater than 15 percent or soils on slope greater than 5 percent with "K" values greater than 0.35)
- (3) Location of all forested area located on the site;
- (4) Location of tidal and non-tidal wetlands on the site;
- (5) Known locations of the habitat of any threatened or endangered species or species in need of conservation on or adjacent to the site, or within 1/4 mile of the site in the case of bald eagle habitats;
- (6) Locations of plant and wildlife habitat as described in the Towns Critical Area Program;
- (7) Location of anadromous fish spawning streams(s) on or adjacent to the site and a delineation of the watershed area of the stream on the site;
- (8) In conjunction with submission of the Preliminary Plat, the applicant shall submit an Environmental Assessment prepared by a qualified person. The Environmental Assessment shall provide a coherent statement of the manner in which the proposed development addresses the goals and objectives of the Town of Easton's Chesapeake Bay Critical Area Local Program. At a minimum, the Environmental Assessment shall include:
 - a. a statement of existing conditions found upon the property to be subdivided, including the amount and types of forest cover, the amount and type of wetlands, soil types, topography and, where applicable, a description of existing agricultural activities upon the parcel;
 - b. a description of the proposed development, including number and type of residential units, amount of impervious surfaces, proposed sewer treatment and water supply, acreage devoted to development, proposed open space and habitat protection areas;
 - c. a description of all of the proposed development impacts upon water quality, Habitat Protection Areas, and when applicable, wetlands; and
 - d. adequate documentation of all correspondence and findings.

The Town Planner shall not approve a Preliminary subdivision application until such time as it finds that the application complies with the requirements of the Town of Easton's Chesapeake Bay Critical Area Program and the provisions of the Easton Zoning Ordinance specifically relating to the Critical Area Overlay Zone.

SECTION 406 IMPROVEMENT PLANS

- (a) If required, upon approval of a Preliminary Plat the applicant shall submit two (2) paper sets of the Improvement plans to the Town Planner. The improvement plans shall include a copy of the approved Preliminary Plat and shall address all those improvements required in SECTION 601 herein.
- (b) The Town Planner shall review the submittal and if complete he shall forward the plans to the Town Engineer and Easton Utilities' Manager of Engineering for their review.
- (c) The Town Engineer shall review the Improvement plans and submit written comments to the Town Planner who will forward the comments on to the applicant.
- (d) Once the Improvement Plans have been approved by the Town Engineer and Easton Utilities, the applicant shall submit one complete digital set of the approved improvement plans to the Town Planner. The Town Planner will have the Town Engineer and Easton Utilities' Manager of Engineering electronically sign the plans
- (e) Upon approval of the improvement plans the Final plat can be submitted.
- (f) Approval of Improvement plans expires after three (3) years from the date signed by the Town Engineer unless work has begun and diligently pursued; or the Town Engineer elects to extend the approval.

SECTION 407 FINAL PLAT PURPOSE

- (a) The purpose of the final plat is to establish a public record of the property as it will become a part of the land records of Talbot County after final approval by the Planning and Zoning Commission.
- (b) A final plat shall be submitted conforming to the changes recommended during the Preliminary Plat procedure. The final plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of these Regulations. Development and final plat procedures may be executed simultaneously.

SECTION 408 FINAL PLAT PROCEDURES

- (a) Applicant shall submit to the Town Planner (not more than three years after receiving approval of the Preliminary Plat):
 - (1) subdivision application;
 - (2) three (3) black line copies;
 - (3) appropriate fee (See Section 1002).

(b) The Town Planner shall check the submission and:

- (1) if the submission is incomplete, return the submission to the applicant and/or indicate to the applicant the deficiencies therein;
- (2) if the submission is complete, accept the final plat, application form and additional fees, if any.

(c) The Town Planner shall distribute copies of the final plat and application to the following agencies for review & comments:

- (1) Town Engineer
- (2) Easton Utilities Commission (Survey Division)
- (3) Talbot County Health Department Office of Environmental Health.

(d) Upon receipt of comments the Town Planner shall within a reasonable time:

- (1) Evaluate plat to determine whether plat is in conformance with approved Preliminary Plat,
- (2) Determine whether the final plat meets the objectives and requirements of these Regulations and other regulations, ordinances and plans of the Town,
- (3) Once it is determined that the plat is ready for recordation the Town Planner shall request the applicant to submit four (4) reproducible film copies and five (5) black line paper copies with original signatures.
- (4) Upon the receipt of the signed plats the Town Planner shall obtain the signature of the Chair of the Town of Easton Planning and Zoning Commission.

SECTION 409 FINAL PLAT REQUIREMENTS

The final plat shall meet the following standards and show the following information:

(a) Drafting Standards

- (1) The size of the sheet and scale shall be in accordance with the requirements of the Clerk of the Circuit Court of Talbot County.
- (2) The plat shall be drawn using black ink on transparent mylar (or linen) or black-line photo process comparable to original quality that will conform to archival standards.

(3) A space or recording block shall be provided of not less than three (3) inches by four (4) inches located three inches from the top right corner of all pages of a final plat to accommodate the County Clerk's recording information and seal.

(4) Dimensions shall be in feet and decimals to the nearest hundredth of a foot, and the bearings in degrees, minutes and seconds.

(5) Each sheet shall be numbered and shall show its relationship to the total number of sheets.

(6) Where any revision is made, or when the plat is a revision of a previously approved plat, dotted lines shall be used to show features or locations to be abandoned and solid lines to show the presently proposed features.

(7) The boundary line of the subdivision shall be shown as a solid heavy line.

(b) General Information

(1) Name of subdivision.

(2) Name and address of the owner(s).

(3) Name and address of the surveyor responsible for the plat.

(4) Present zoning classification.

(5) Date, meridian, scale, and direction of all lines by bearing and distances.

(6) A location map for the purpose of locating the site to be subdivided showing the relation of the tract to adjoining property and to streets.

(7) Tax Map, grid and parcel number of the parcel to be subdivided.

(c) Existing features

(1) Complete boundary survey of the property to be subdivided, showing all bearings, distances, area, and tie-ins to and all adjacent street lines and adjacent Town Boundary lines.

(2) The location, names, and widths of streets, the location of property lines and names of adjacent owners, the location of water courses, and other natural features where they constitute property boundaries.

(3) Location of all existing markers and monuments.

(4) Location, size, purpose and ownership of any rights-of-way and/or easements within the property.

(d) Proposed Layout

(1) A complete survey of the subdivision including street and lot layout, showing bearings, distances, area, and numbering of lots under such system as the Commission may designate.

(2) The names and widths of all proposed streets and alleys.

(3) Sufficient data to readily determine the location, bearing and length of every street, lot, and boundary line. Data shall include total distances of all such street lines, tangent lengths and central angles for each total street curve and central angles for each lot corner around a cul-de-sac.

(4) The building setback lines.

(5) Accurate location of all monuments, markers and reference points.

(6) The location, width, and purpose of all easements or rights-of-way and the boundaries by bearings and distances.

(7) Land offered for dedication for parks, schools, widening of streets, or other community uses.

(e) Acknowledgements and Formal Notations

(1) The following notations shall appear on all Final Plats and be certified by the subdivision owner(s):

- a. ALL STREETS AND STREET WIDENINGS, PARKS AND OTHER LANDS INTENDED FOR PUBLIC USE ARE RESERVED BY THE OWNER FOR FUTURE CONVEYANCE TO THE TOWN OF EASTON.
- b. ALL EASEMENTS SHOWN ARE HEREBY DEDICATED TO THE TOWN OF EASTON (UNLESS OTHERWISE NOTED) FOR PUBLIC USE.
- c. THE PLANNING AND ZONING COMMISSION MAY WAIVE OR TERMINATE, UPON RESUBDIVISION, SUCH UTILITY EASEMENT WHICH HAS NOT BEEN ACCEPTED BY USE THEREOF. UPON RECEIVING APPROVAL FROM THE TOWN ENGINEER.

- d. PLANS FOR COMMUNITY WATER SUPPLY AND COMMUNITY SEWERAGE SYSTEMS OF THIS SUBDIVISION HAVE BEEN APPROVED BY MARYLAND DEPARTMENT OF ENVIRONMENT AND WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE.
- e. WE, THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON, HEREBY ADOPT THIS PLAN OF SUBDIVISION.
- f. THE RECORDING OF THIS PLAT DOES NOT CONSTITUTE OR IMPLY ACCEPTANCE BY THE TOWN OF EASTON OF ANY STREET, EASEMENT, PARK, OPEN SPACE OR OTHER PUBLIC AREA SHOWN ON THIS PLAT.
- g. THIS PLAT MAY EXPIRE IN ACCORDANCE WITH THE PROVISIONS OF THE TOWN OF EASTON SUBDIVISION REGULATIONS, SECTION 414.
- h. THE RECORDING OF THIS PLAT DOES NOT GUARANTEE THE INSTALLATION OF STREETS OR UTILITIES BY THE TOWN OF EASTON.
- i. ANY FOREST CONSERVATION EASEMENT OR BUFFER EASEMENT SHOWN HEREON IS SUBJECT TO PROTECTIVE COVENANTS WHICH MAY BE FOUND IN THE LAND RECORDS OF TALBOT COUNTY AND WHICH RESTRICT DISTURBANCE AND USE OF SUCH AREAS.

(2) The following notation shall appear on all final plats and be certified by the County Health Officer:

THIS SUBDIVISION IS APPROVED FOR COMMUNITY WATER SUPPLY AND COMMUNITY SEWAGE AND THEIR USE IS IN ACCORDANCE WITH TALBOT COUNTY COMPREHENSIVE WATER AND SEWERAGE PLAN AND MDE REGULATION 26.04.03.

(3) Other notations shall appear on all final plats:

BUILDING PERMITS SHALL BE ISSUED ONLY IF SUFFICIENT CAPACITY IS AVAILABLE IN THE COMMUNITY WATER SUPPLY SYSTEM, SEWERAGE SYSTEM, AND SOLID WASTE ACCEPTANCE FACILITY SERVING THE SUBDIVISION.

LAND SHOWN UPON THIS PLAT MAY CONTAIN NON-TIDAL WETLANDS REGULATED UNDER COMAR 08.0504; THE FEDERAL WATER POLLUTION ACT SECTION 404; OR THE RIVERS HARBOR ACT

SECTION 10. DEVELOPMENT AND CONSTRUCTION WITHIN WETLANDS ARE SUBJECT TO FEDERAL AND STATE REGULATIONS AND MAY BE PROHIBITED OR RESTRICTED BY SUCH REGULATIONS.

(f) Signatures

The following signatures shall be placed directly on the plat in black ink:

- (1) The owner or owners of the land. If the owner of the land is a corporation, the signatures of the duly authorized officers of the corporation shall appear.
- (2) Acknowledgement of owner's signature.
- (3) The licensed surveyor who prepared the plat.
- (4) Talbot County Health Officer.
- (5) Chairman of Planning and Zoning Commission.
- (6) The Town Planner.

(g) Seals

- (1) The seal of the licensed surveyor responsible for the plat.
- (2) The corporation seal, if the applicant is a corporation.
- (3) Notary signature and seal.

(h) Additional requirements for final plats for subdivisions located in the Critical Area Overlay Zone.

In addition to the requirements set forth in this section, the following additional information must be provided upon any final plat involving land located within the Critical Area Overlay Zone of the Town:

- (1) Location of Critical Area Overlay Zone and Buffer boundaries;
- (2) Location of any non-tidal wetlands and location of buffer areas around each wetland;
- (3) Location of any other Habitat Protection Area; and

(4) Designation of any area designed to remain in open space or under forest cover.

(i) Notes regarding Requirements for Forest Conservation, if required, must be included.

SECTION 410 FINAL PLAT - RECORDING PROCEDURES

(a) At such time as the Planning Commission has approved the final plat and the required improvements have been constructed or guaranteed in accordance with Articles V, VI, and VII of these Regulations and any outstanding fees and/or capital charges have been paid, the Town Planner shall record the plat, and distribute copies as follows:

(1) The Clerk of the Circuit Court - two (2) reproducible film copies for the purpose of recording among the Land Records of Talbot County.

(2) The applicant - one (1) reproducible film copy for the applicant's future use.

(3) Town Office - two (2) copies.

(4) Maryland Department of Assessment and Taxation - one (1) copy.

(5) Easton Utilities Commission - one (1) reproducible film copy.

(b) Failure on the part of the owner or subdivider to construct or guarantee the construction of the required improvements within three (3) years from the date of approval of the final plat may, at the discretion of the Commission, cancel and make void its previous approval.

SECTION 411 EFFECT OF RECORDING FINAL PLAT

(a) Easements, and other public improvements shown on the final plat to be recorded shall be offered for dedication to the Town by formal notation thereof on the plat, or the owner must note on the plat those improvements which have not been offered for dedication to the Town.

(b) Recording of the final plat shall not be deemed to constitute or effect an acceptance by the Town of the dedication.

SECTION 412 MINOR SUBDIVISIONS

Minor subdivisions, lot line revisions or boundary adjustments shall be submitted in final plat form as per the requirements of Section 408 hereof. Lot line revisions and/or boundary adjustments need only show the lots affected by the change and shall refer to

the subdivision being amended. A copy of a new deed must be recorded so that no remnant is created.

Applications shall be submitted to the Town Planner who will route the plat to the appropriate agencies for review and comments. Upon the finding of the staff that the plat is in compliance with these regulations and the payment of the appropriate fees the Town Planner shall present the plat to the Chairman of the Planning & Zoning Commission who shall be authorized to sign the plat. Should the Chairman AND Town Engineer feel it necessary for review of the entire Commission he may have it placed on the agenda of their next meeting.

SECTION 413 COMBINATION OF LOTS IN COMMON OWNERSHIP

Construction across lot lines of two (2) or more lots in common ownership shall be permitted pending the approval of the Town Planner and Town Engineer. If approved, said lots shall be considered one parcel until such time as the structures are removed/demolished.

SECTION 414 SUBDIVISION PLAT APPROVAL EXPIRATIONS

The various plats involved in the subdivision approval process shall be deemed to be valid upon their approval for the period of time specified below. Expired plats shall be of no effect and applicants must begin the review process over again for any property that had an approved plat which expired. Approvals may be extended no more than twice by the appropriate approving agency provided that a written request to do so is received prior to the expiration of the plat.

Type of Plat	Approval Expires after:
Sketch Plat	3 years
Development Plat	3 years
Improvement Plans	3 years
Final Plat	3 years (to construct or guarantee the construction of the required improvements)

**** - NOTE:** Within six (6) months prior to the expiration of an approved plat, an applicant may request an extension of up to one year of said approval.

ARTICLE V – DESIGN REQUIREMENTS

SECTION 500 COMPLIANCE REQUIRED

- (a) All subdivisions submitted to the Easton Planning and Zoning Commission for approval shall comply with and will be reviewed against the design elements, policies, and standards as described in the Easton Comprehensive Plan, the following requirements of this Article, and any Design Guidelines that may be adopted by the Town of Easton.
- (b) The Planning Commission shall not approve any subdivision found to be not in compliance with the design standards specified herein, unless the standards provide for some measure of relief and said relief is satisfied.

SECTION 501 SUBDIVISION DESIGN REQUIREMENTS

(a) BLOCK STANDARDS

- (1) The maximum block length shall be 600 feet. The maximum block length may be increased by the Planning Commission upon a specific determination by the Commission that a longer block is desirable for a specific reason, such as topographic or physiographic characteristics of the land, to accommodate a specific design theme acceptable to the Commission but precluded by shorter blocks, etc.
- (2) Lot sizes within blocks shall be mixed to accommodate a variety of house types and sizes.

(b) ALLEYS

- (1) Alleys are encouraged as the primary means of access to garages and for services such as trash pick-up.
- (2) Alley right-of-way and pavement width shall be as specified in Section 702.5 of these Regulations.

(c) LOTTING PROVISIONS

- (1) No protected area or its associated buffer shall be located on any residential building lot. Such areas shall include, without limitation, nontidal wetlands and their associated buffer, Chesapeake Bay Critical Area Buffers, and Forest Conservation Protection Areas. The Planning Commission may modify this provision and allow such

protected areas to be located on individual lots on non-residential building lots.

- (2) Landscaping Buffers adjacent to public streets shall be located outside building lots and shall be maintained by a Homeowner's Association or another means acceptable to the Town Engineer.
- (3) Stormwater Management features shall be designed as a site amenity. Environmental Site Design (ESD) features are not encouraged on individual lots.

ARTICLE VI - REQUIRED IMPROVEMENTS

SECTION 600 PURPOSE

- (a) The purpose of this article is to establish and define the community improvements which will be required to be guaranteed or constructed by the applicant prior to final plat approval.
- (b) All construction shall be completed in accordance with specific conditions of the commitment and approved plans and specifications (the improvement plans), and in the manner acceptable to the Town Engineer and the Easton Utilities Commission.
- (c) All proposed construction shall be coordinated in design and in construction scheduling with the existing improvements and the requirements or activities of other agencies.
- (d) All on-site infrastructure construction such as roadway and utility work shall be performed by The Town of Easton or a contractor that has been pre-approved by the Town Engineer.

SECTION 601 IMPROVEMENTS

(a) The following improvements shall be designed and constructed by the developer in accordance with the standards and service tariffs of the Town of Easton and the Easton Utilities Commission and the approved plans and specifications:

- (1) Streets and alleys
- (2) Curb and gutter
- (3) Sidewalks
- (4) Storm water drainage and management systems
- (5) Sanitary sewerage system
- (6) Water supply system
- (7) Landscaping/Screening (in accordance with Landscaping requirements found in of the Town of Easton Zoning Code)
- (8) Parks

(b) The following improvements will be provided for by the developer in accordance with the regulations, standards and service tariffs of the Easton Utilities Commission, the Telephone Company, and any other utility companies serving the subdivision, and the approved plans and specifications:

- (1) Gas service
- (2) Electric service
- (3) Telephone service
- (4) Cable service

- (5) Street lighting
- (6) Internet service

(C) Plans for the required improvements shall be prepared, submitted, revised, and approved in accordance with procedures and requirements established by Easton Utilities and the Town Engineer.

(D) Final grades for entire development including building lots and park areas must be shown.

(E) Off-site utility design and construction process shall be as follows:

(1) Utilities shall be designed to the site in Accordance with The STANDARD DETAILS FOR PUBLIC WORKS AND UTILITIES CONSTRUCTION IN THE TOWN OF EASTON and Easton Utilities Service Tariffs.

(2) Upon design completion and approval, Easton Utilities shall publicly bid the construction drawings and with the developers consent, shall award the bid in accordance with the bid procedures of Easton Utilities and the Town of Easton. The contract shall be between Easton Utilities and the contractor. The engineering, inspection, management fees and construction costs shall be borne entirely by the developer.

SECTION 602 INSPECTIONS

All improvements shall be inspected by the Town Engineer or appropriate agencies for compliance with approved plans, prior to final acceptance.

SECTION 603 REPAIR OF DAMAGED IMPROVEMENTS

The developer shall be required to repair damage to roads or streets, storm drainage systems, curb and gutter, sidewalks, utilities, survey markers, and any other required improvements as a result of grading or construction activities by the developer in the subdivision.

ARTICLE VII – STANDARDS

SECTION 700 APPLICATION

- (a) The standards outlined herein shall be considered minimum standards for the promotion of the public health, safety, morals and general welfare.
- (b) Where literal compliance with the standards herein specified is clearly impractical, the Planning Commission and/or the Town Engineer may modify or adjust the standards to permit reasonable utilization of property while securing substantial conformance with the objectives of these Regulations. The Planning Commission and/or the Town Engineer shall not have the authority to modify any provision of any other ordinance of the Town of Easton.

SECTION 701 GENERAL PROVISIONS

- (a) All portions of a tract being subdivided shall be taken up in lots, streets, public lands, or other proposed uses, so that remnants and/or landlocked areas shall not be created.
- (b) Where trees, waterways, scenic points, historic spots, graveyards, or other assets and landmarks are located within a proposed subdivision, every possible means shall be provided to preserve and provide access to these features.
- (c) Land subject to flooding or property and land deemed to be topographically unsuitable shall not be subdivided or developed for residential occupancy or for such other uses as may endanger health, life, or property, or aggravate erosion or flood hazards until all such hazards have been eliminated or unless adequate safeguards against such hazards are provided by the final plats. Such land within a subdivision shall be set aside on the plat for uses that will not be endangered by periodic or occasional inundation or will not produce unsatisfactory living conditions.
- (d) The subdivision shall conform to the Comprehensive Plan and the Zoning Code of the Town of Easton.
- (e) The subdivision name approved by the Planning and Zoning Commission and recorded, shall constitute the subdivision's official and only name. No other name may be used unless an approved and amended plat is recorded bearing the revised name.

SECTION 702 STREETS

- (a) The purpose of this Section is to establish appropriate standards for the design of streets in subdivisions.
- (b) These provisions shall be applicable to the design and construction of all new residential streets. The design of streets in commercial and industrial subdivisions shall

be in accordance with the specifications of the Town of Easton and Easton Utilities Commission Standard Details.

(c) Amendments or additions to subdivisions established prior to the adoption of the street classification system (established July 1993), shall comply with these provisions in so far as possible. The Commission is hereby authorized to modify the provisions of this section as necessary in order to accomplish the purpose established herein.

(d) STREET CLASSIFICATIONS

- 1) Residential Street: This classification of street should provide the optimum environment for a residential neighborhood and include curb and sidewalks. Homes will front on this class of street.
- 2) Collector Street: This classification of street may be necessary to carry traffic from one neighborhood to another or from the neighborhood to streets connecting to other streets in the community. This classification of road does not have curbs, does have roadside ditches, and may include sidewalks. This classification of street is unsuitable for providing direct access to homes and such access should be avoided.
- 3) Commercial Urban Street: This classification of street is typically in a commercial retail subdivision and includes curbs and sidewalks.
- 4) Commercial Industrial Street: This classification of street is typically in an industrial subdivision with roadside ditches and no curb or sidewalk.

702.1 RESIDENTIAL STREET (e.g., Fir Street, Standish Street)

- (a) Street width shall be 36 feet as measured between flowlines of curb and shall accommodate two 10 foot wide travel lanes plus two 8 foot wide parking lanes.
- (b) When on-street parking is provided on both sides of the street and the total width is 36 feet, traffic calming shall be provided at intersections. Traffic calming examples include, but are not limited to:
 1. Taper curbs at intersections to provide 28 feet width between flowlines of curbs to eliminate on-street parking near intersections,
 2. Provide medians at legs entering intersection to eliminate on-street parking,
 3. Roundabout
- (c) If alleys are proposed, on-street parking may be eliminated and replaced with two 4 foot wide shoulders for a total width of 28 feet between flowlines of curb.

(d) The road width may be reduced to 28 feet with on street parking on one side only in unique situations (e.g., age restricted communities, when alleys are provided, etc.) on a case by case basis if approved by both the Planning Commission and Town Engineer.

702.2 COLLECTOR STREETS (e.g., Fisher Range Road, Seth Drive, Corbin Parkway from Dutchmans to Nancy)

- (a) Street width shall be 30 feet and shall accommodate two 11 foot wide travel lanes plus two 4 foot wide gravel shoulders.
- (b) Curbs should not be provided along Collector Streets unless required by the Town Engineer.

702.3 ALLEYS

- (a) Alley width shall be 16 feet as measured between flowlines of curb.
- (b) Mountable curb shall be provided on each side of alleys.

702.4 COMMERCIAL URBAN STREET (e.g. Waterside Village)

- (a) Total street width shall be 30 feet as measured between flowlines of curb and shall accommodate two 11 foot wide asphalt travel lanes plus two 4 foot wide shoulders.

702.5 COMMERCIAL SUBURBAN STREET (e.g. Mistletoe Hall Farm, Easton Technology Center)

- (a) Total street width shall be 30 feet and accommodate two 12 foot wide asphalt travel lanes plus two 3 foot wide gravel shoulders.
- (b) Curbs should not be provided along Commercial Suburban Streets unless required by the Town Engineer.

702.6 CUL-DE-SACS

The Town of Easton finds and determines that the use of cul-de-sacs and dead-end streets is inconsistent with the public policy of preserving an interconnected street system. Cul-de-sacs and dead-end streets do not promote street connectivity, and create

inefficiencies in the distribution of traffic and water as well as inefficiencies and increased municipal expenses in the delivery of public services. In limited situations, cul-de-sacs can be used to avoid disturbing sensitive environmental features. Accordingly, this section restricts the use of cul-de-sacs to appropriate situations and establishes standards for development that utilize cul-de-sac streets.

(a) Applicability

A cul-de-sac is a street, or a system of streets, having only one end open to traffic and the other end being permanently terminated and a vehicular turn-around provided. However, in situations where cul-de-sacs are permitted, they shall comply with this section.

(b) Generally

An applicant seeking to propose cul-de-sacs in their subdivision shall demonstrate that not doing so will produce unnecessary hardship as the result of extreme topographic conditions. For purposes of this section, the following shall be considered “extreme topographic conditions”:

- (1) Slopes exceeding 20 percent;
- (2) Marshes, wetlands, rivers, lakes, streams, or ponds; or
- (3) Any environmentally protected area or its associated buffer.
- (4) A parcel with confined space.

(c) Right-of-Way and Pavement Design

- (1) Cul-de-sacs and dead-end streets shall terminate in circular rights-of-way having a minimum pavement width radius of 45 feet for residential uses and 60 feet for commercial/industrial uses.
- (2) In no event shall the cul-de-sac exceed 150 feet in length.

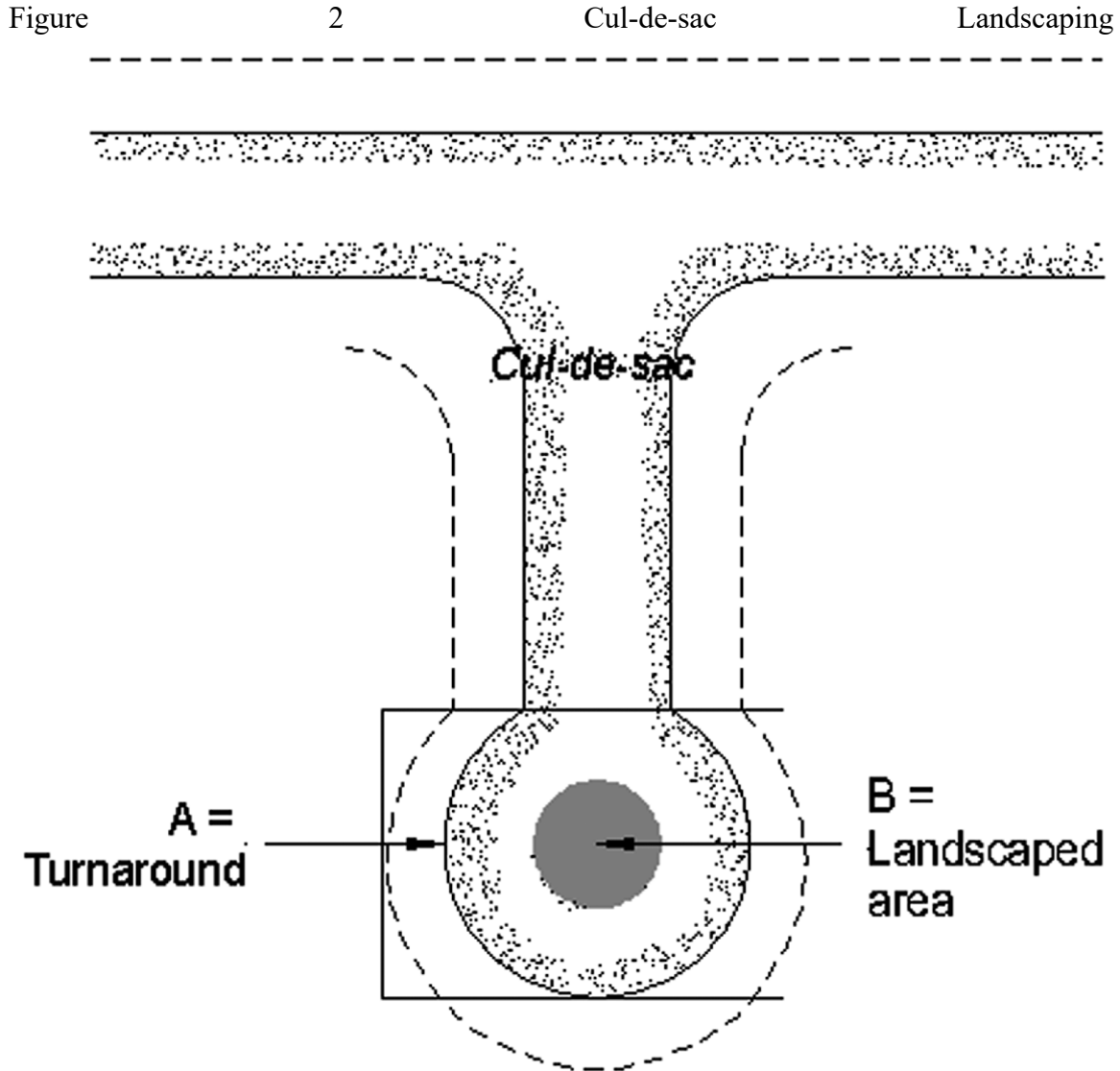
(d) Access Restriction

The site plan or subdivision plat shall show a stub connecting the cul-de-sac to adjoining areas or parcels where future roadways are delineated on the recorded subdivision or site plan. The stub shall be improved as a pedestrian walkway, trail, or bikeway.

(e) Landscaping

At least 40 percent of the bulb of the cul-de-sac shall be landscaped, utilizing native plants, in accordance with an approved landscaping plan. For cul-de-sacs with a radius exceeding 80 feet, at least 25 square feet of the area within the turnaround area shall be landscaped (see Figure 2).

- (f) Water mains located on Dead End Streets such as cul-de-sacs shall not be dead end lines. Water mains can be looped and connected back into the main or connected to another water main. All water mains must be located entirely within a Town of Easton ROW or easement dedicated to the Town of Easton.



702.7 RIGHTS-OF WAY

- (a) RIGHTS-OF-WAY. Minimum rights-of-way shall be provided as follows:

Residential Collector - 60 feet
 Residential Subcollector - 60 feet
 Residential Access - 50 feet
 Special Purpose Streets:
 Alley - 20 feet

(b) INCREASE IN RIGHT-OF-WAY WIDTH

- (1) If proposed lots are large enough for further subdivision which may change the street classification in the future to a higher order street, the municipality may require that the right-of-way width for the higher order street be provided.
- (2) In unusual circumstances, the minimum widths listed in Section 702.6 (a) may be insufficient to accommodate all necessary improvements and therefore rights-of-way widths in excess of the minimum established in Section 702.6 (a) may be required.

702.8 DRIVEWAYS

(a) DRIVEWAYS TO SINGLE-FAMILY LOTS

- (1) Driveways shall be located not less than 40 feet from the tangent point of the curb radius of any intersection. Driveways to corner lots shall gain access from the street of lower classification when a corner lot is bounded by streets of two different classifications.
- (2) The following standards shall apply to the driveway apron at the edge of the pavement:
 - a. Minimum curb cut or driveway width at the pavement edge: 12 feet
 - b. Maximum curb cut or driveway width at the pavement edge: 20 feet.
- (3) A single common driveway serving no more than four single family dwelling units is permitted provided a joint access easement has been recorded.

(b) SHARED RESIDENTIAL DRIVEWAYS FOR MULTI-FAMILY DEVELOPMENT

- (1) All entrance drives serving 4 or less dwelling units may be designed to single family driveway standards above.
- (2) All entrance drives serving more than 4 dwelling units, but which may be expected to convey less than 200 ADT, shall be laid out to conform to the design, service, and access standards established in this Ordinance for residential access streets.
- (3) All entrance drives which may be expected to convey greater than 200 ADT, but less than 1000 ADT, shall be laid out to conform to the minimum design, service, and access standards specified in this Ordinance for residential subcollector streets.

- (4) All entrance drives which may be expected to convey greater than 1000 ADT shall be laid out to conform to the minimum design, service, and access standards specified in this Ordinance for residential collector streets.

SECTION 703 STREET DESIGN AND LAYOUT

(a) Streets shall be laid out to avoid areas such as floodplains, cliffs, steep slopes or large ravines. A secondary means of access to a higher order street which does not go back through the same hazard area shall be provided when one of the access streets into a subdivision of more than twenty dwelling units crosses through a hazard area.

(b) All streets and alleys shall be designed and constructed in accordance with standards and regulations promulgated and administered by the Town Engineer.

(c) The developer shall provide all necessary roadway signs and traffic signalization as may be required by the Town, based upon Town standards, state standards and a traffic impact study if required

(d) TRIP GENERATION RATES

The following chart shall be used to determine the anticipated daily traffic levels of proposed residential development:

HOUSING TYPES AVERAGE WEEKDAY TRIP GENERATION RATES

Single-family detached	10.0 trips/du
Duplex (twin), Multiplex, Townhouse, etc.	8.1 trips/du
Apartment	5.4 trips/du
Mobile Homes	5.38 trips/du
Retirement Community	3.3 trips/du

(e) TRAFFIC IMPACT STUDY

A traffic impact study shall be prepared by a Maryland Licensed professional engineer and shall be submitted for any non-residential subdivision or for any residential subdivision proposing fifteen (15) or more dwelling units, or if for good cause the Planning Commission requests such a study to be completed regardless of the number of units proposed. Should the Planning Commission deem it appropriate, they may require that the developer fund a traffic impact study to be prepared by an engineer selected by the Town. At a minimum, the following information shall be included in the study:

- (1) Project Description – Provide a brief description of the proposed project and the limits of the traffic study. The limits of the study area shall be subject to revision by the Planning Commission. The total build-out of the project anticipated by the proponent should be clearly stated.
- (2) Existing Conditions – Provide physical characteristics of each roadway within the study area. Traffic volumes shall be examined for the study area. Average weekday volumes shall be shown for twenty-four (24) hours and the AM and PM peak hours in all cases. Accident diagrams summarizing local police reports may be needed for problem locations. An existing conditions capacity and level of service analysis shall be provided in accordance with the Transportation Research Board's Highway Capacity Manual Report 209 (latest edition). The analysis shall include delay and queue length information. Weave, merge, diverge, and road segment analyses should be included where applicable.
- (3) Project Site Traffic Projection – Provide estimated peak hour and daily traffic generated by the project on roadways within the study area. Include an analysis of the distribution of off-site generated traffic as it relates to the existing street system. All traffic impact studies should include traffic generated by other developments within the study area that have received preliminary subdivision or development site plan approval. Saturday peak hour conditions should be included for retail projects. Any adjustment factors or growth rates used should be cited.
- (4) Future Conditions – Future conditions capacity analysis (five-year horizon) shall be computed for the no-build and build alternatives, with and without mitigation measures. This analysis shall include projected delays at all intersections, projected queues, and projected levels of service. All new intersections shall be reviewed relative to AASHTO standards, including sight distances for entering and merging traffic within the project area. A list should be provided of all other study area projects which could be completed within five years of the submittal date of the proponent's project and which could have impacts that would be relevant to the proponent's traffic impact study. Public as well as private projects should be included; projects awaiting approval should be included, as well as those which are already approved or do not require approval. Signal warrant analysis should be performed using the Manual on Uniform Traffic Control Devices (FHWA, latest edition), if applicable.
- (5) Roadway Mitigation Measures – Describe all proposed mitigation measures for the adverse impacts identified in the traffic impact study. Identify specific and expected benefits to be derived by these proposed mitigation measures. The individual costs of the proposed mitigation measures should be given, and the party responsible for the

implementation of each measure clearly identified. A schedule of when, in relation to any project phasing, particular measures need to be implemented should be outlined. In addition to a schedule of construction, a description should be provided of any capacity constraints on the existing network that will occur, and of measures that will be taken to mitigate noise and dust pollution.

- (6) Summary - Traffic Impact Studies shall include a brief summary of the major or significant findings. This should be prepared and presented in a manner which anticipates it being reviewed by the general public. Such summary shall include a discussion of existing roadway/intersection Levels of Service (LOS), any measures proposed to insure that said LOS does not degrade as a result of the proposed subdivision, and a tabulation of the percentage change in traffic volumes at the studied intersections.

If a connection of two or more existing roads is being proposed, the traffic report shall contain a detailed assessment of the traffic impacts on roadways in adjacent neighborhoods. Traffic impacts including projected splits in traffic, changes in levels of service, increases in daily and peak hour traffic conflicts with pedestrians and bicycles.

When the scope of a traffic study includes County, State, and/or Federal roads, the applicant shall be responsible for contacting the appropriate agencies before undertaking the study in order to obtain any input such agencies may have. The applicant shall also be responsible for forwarding a copy of the completed study to these same agencies at the time it is submitted to the Town.

(f) All streets and alleys shall be continuous in alignment and grade with existing, recorded, and planned streets.

(g) Streets shall be extended to the boundary lines of the proposed subdivision so that a connection can be made to all adjacent properties unless such extension is not feasible because of topography or other physical conditions, or unless, in the opinion of the Commission, such extension is not necessary or desirable for the coordination with existing streets or the most advantageous development of adjacent tracts. In any event, no subdivision shall be designed so as to create or perpetuate the landlocking of adjacent land.

(h) Dead end streets are prohibited except to permit future extensions to adjoining tracts. Such streets shall include a temporary turnaround until the street is extended.

(i) Street names shall be approved by the Commission. Such names shall not duplicate those elsewhere in the Town of Easton or within one mile of the corporate boundary. Streets that are in alignment with existing streets shall bear the names of existing streets.

(j) In subdivisions that adjoin or include existing streets that do not conform to widths established in these Regulations, the subdivider shall dedicate additional width along either one or both sides of such streets so as to bring them up to standards, provided the area to be used for widening is owned by the subdivider or under his control.

(k) Streets shall be laid out to intersect as close to right angles as possible. A proposed intersection of two streets at an angle of less than seventy (70) degrees will not be approved. Any change in street alignment to meet this requirements shall occur at least one hundred (100) feet from the intersection.

(l) Multiple intersections involving junctions of more than two (2) streets shall be avoided.

(m) Roadways entering opposite sides of another roadway shall be laid out either directly opposite one another or with a minimum offset of two hundred (200) feet between their centerlines.

(n) All streets shall have a total minimum width of not less than that prescribed for the street according to its classification in Section 702.

SECTION 704 STREET IMPROVEMENTS

(a) Street Construction: The developer shall provide for the complete construction of streets and curb and gutter, in accordance with the standards and specifications of the Town of Easton.

(b) Sidewalks: All subdivisions shall be required to provide sidewalks unless it is determined by the Planning and Zoning Commission that sidewalks are not necessary due to lot size, location of subdivision or anticipated usage. Sidewalks shall be designed and constructed in accordance with the standards and requirements established by the Town Engineer.

(c) Storm water management and sediment control: All storm water drainage systems shall be designed and constructed in accordance with the Stormwater Management Ordinance. A storm water management plan and sediment control plan approved by the appropriate State and Local Agencies must be provided. Natural shaped ponds are preferred.

(d) Street Lighting: Street lighting shall be designed and installed by the Town of Easton at the expense of the developer.

(e) Street trees: New trees which are indigenous to the area or other approved species shall be required to be planted as per requirements of Section 707 LANDSCAPING herein.

(f) Signs: Street name and traffic control signs shall be constructed by the Town of Easton at the expense of the subdivider or developer.

SECTION 705 SANITARY SEWERAGE SYSTEM AND WATER SUPPLY SYSTEM

All subdivisions shall be served by public sewer and water systems designed and constructed in accordance with the standards and service tariffs of the Easton Utilities Commission.

SECTION 706 GAS, ELECTRIC, CABLE, INTERNET, AND TELEPHONE SERVICE

Provisions for gas, electric, cable, internet, and telephone service shall be made in accordance with the standards and service tariffs of the Easton Utilities Commission, the Telephone Company, and any other utilities company serving the subdivision.

SECTION 707 LANDSCAPING

(a) “Sketch” or “Concept” landscaping plan in accordance with Section 28-1014 of the Zoning Ordinance is required to be submitted with the Sketch Plat submittal.

(b) Complete Landscaping Plans are required to be submitted with the Preliminary Plat.

(c) Plans and designs shall be in accordance with Section 28-1014 of the Zoning Ordinance of the Town of Easton.

SECTION 708 PARKS

(a) All residential subdivisions of ten (10) or more lots shall provide a minimum of 1,200 square feet per dwelling unit for parks. Required environmental protection areas and stormwater management areas may not be used to satisfy the minimum park requirements. The land to be dedicated for parks shall be of suitable size and shape, topography and geology, and offer proper location and adequate road access, as determined by the Planning & Zoning Commission.

(b) For subdivisions of less than ten (10) lots, if the Planning & Zoning Commission determines that due to the size of proposed subdivision or other factors, suitable sites for parks cannot be dedicated, payment of a fee in lieu of land dedication shall be required. The fee shall be in the amount of the value of the land to be dedicated, as determined by the Commission on the average market value of the undeveloped land based on the entire tract.

(c) Fees collected in lieu of land under the provisions of this section shall be paid to the Town prior to final plat recordation. Fees collected under these provisions shall be used for the purpose of acquiring developable land for parks.

(d) Where private open space for parks and recreational purposes is provided in a proposed subdivision, and such open space is to be privately owned and maintained by the future residents of the subdivision, the acreage of such areas may be credited against the requirement for dedication of land or payment of fees in lieu of if the Commission concludes that it is in the interest of the public to do so.

(e) Any lands dedicated hereunder shall be used only for the purposes stated herein.

(f) All parks intended for public use shall be dedicated to the Town of Easton and shall be in a condition acceptable to the Town, including the provision of Park Improvements, at the time of said dedication.

(g) All parks shall include stub-outs for the potential provision of water, sewer, and electrical service.

(h) Where the subdivision contains park areas, or other physical facilities necessary or desirable for the welfare of the area and which are of common use or benefit and are of such character that the Town or other public agency does not desire to maintain them, then provisions shall be made by trust agreements for the proper and continuous maintenance and supervision of such facilities by the lot owners in the subdivision. Such trust agreements shall be approved by the Planning Commission prior to the recording of the Final Plat and shall be a part of the deed covenants.

(i) The Easton Comprehensive Plan classifies parks into four categories, consistent with the practice/policies of the Easton Park Board. These are Mini-Parks (e.g., Thompson Park or Clifton Park), Neighborhood Parks (e.g., Chapel East Park or Matthewstown Run Park), Community Parks (e.g., Idlewild or Moton Parks) and Special Park Areas (e.g., the Rail-Trail or the former Skate Park). For the purposes of this Section, at least 50% of the area required to be provided for parks shall be satisfied in the form of one centrally located Neighborhood Park. Such parks may be active, passive, or natural, as approved by the Planning Commission.

SECTION 709 PARK DEVELOPMENT FEES

(a) With respect to all residential development, a park development fee of \$199.70 per residential unit¹, as adjusted per subsection (c) below, shall be assessed, which fee shall be due and payable at the time of the approval of the final plat, or final site plan as the case may be, containing such dwelling units.

(b) On January 2 of each year, the park development fee shall be automatically adjusted in accordance with any percentage change in the cost of park

¹ This figure was established at \$133.33 per unit with the original adoption of this standard. It was adjusted as per subsection 709 (c) to \$199.70 in 2022 (reflecting the cumulative annual rates of inflation as determined by averaging the three indices cited).

development. The park development fee shall be adjusted by the average percentage change, if any, in the Consumer Price Index, the Construction Cost Index, and the Building Cost Index, taken together and as established for the State of Maryland.

- (c) Such park development fee shall be used solely for the development and improvement of parks, trails, and recreation facilities within or reasonably proximate to the applicable residential development.

Subject to the express approval of the Town of Easton, the owner/developer of land involving applicable residential development may elect, in lieu of payment of park development fees, to develop and construct neighborhood park improvements on land within the development dedicated for such purposes or upon existing park land reasonably proximate to the development. Such development and construction shall comply with all applicable provisions of these Subdivision Regulations and any rules or regulations adopted pursuant thereto.

SECTION 710 SURVEY MONUMENTS AND MARKERS

Monuments or markers, not less than five inches square at each end and thirty inches long, made from hard durable stone or good concrete, shall be placed in not less than four convenient places on the outside boundaries of the entire subdivision, at each change in direction of said boundary lines, at each change in direction of street and alley lines, and at all street and alley intersections. Not less than twenty-six (26) inches of the monuments or markers shall be placed in the ground with not more than four (4) inches extending above the surface of the ground. The corners of all lots not marked by stone or concrete monuments required above shall be marked by iron pins or iron pipes at least eighteen (18) inches long and not less than 5/8" in diameter.

SECTION 711 ENGINEERING AND SURVEYING

- (a) All surveys, maps, plans, and designs shall be made by a Professional Engineer, Professional Surveyor, or other design professional who is licensed by the State of Maryland and is practicing within the scope of his license with respect to the services provided.
- (b) All maps or plats shall be compiled from actual accurate field surveys made by the surveyor whose name appears thereon.
- (c) All figures, lettering and symbols on the plan or map must be neatly and legibly drafted thereon and the Commission may refuse to receive for examination and approval a plan or map on which such details are blurred, unreasonably indistinct or difficult to read.

(d) On all subdivisions at least one (1) of the principal corners of the outline boundary of the whole tract shall be referred to the nearest officially established street intersection monument or marker.

(e) SURVEY CONTROL

(1) The meridian line upon which the bearings or azimuth of the survey is based shall be referenced to the Maryland State Plane Coordinate System (NAD83/91.)

(2) All plats shall show the position by coordinates of not less than four markers set in convenient places within the subdivision in a manner so that the position of one marker is visible from the position of one other marker.

(3) The U.S. survey foot (1 meter = 3.280833333 feet) shall be used in all conversions of Maryland State Plane Coordinates from meters to feet or feet to meters.

(f) All surveys of subdivisions shall be carefully and accurately executed. The boundaries of the entire tract shall be surveyed on the ground and all corners thereof established by the accurate measurement of linear distances and precise observation of angles to the nearest twenty (20) seconds of circumference.

(g) All surveys shall be made with an accuracy of no less than one to fifteen thousand (1:15,000).

(h) The developer shall, upon request, furnish a certified copy of the surveyor's computation of the unbalanced traverse of the outside boundary of the entire tract.

ARTICLE VIII - IMPROVEMENT GUARANTEES

SECTION 800 CONTRACTS

The Planning and Zoning Commission shall not allow recording of any subdivision plat until:

(a) Required improvements have been completed, inspected and accepted by the Town Engineer, or other proper authorities; or

(b) The developer has entered into a written agreement with the Town in the manner and form set forth by the Town Attorney where the developer shall agree:

(1) to construct or cause to be constructed, at his own expense, all required improvements in strict accordance with the standards and specifications of the Town of Easton and the Easton Utilities Commission;

(2) to maintain, at his own cost, the improvements until the same are accepted by the Town of Easton and the Easton Utilities Commission;

(3) to obtain, at his own cost, any easement or release required for the construction or extension of any required improvement.

SECTION 801 GUARANTY

In order to assure the Town that the required improvements shall be constructed and installed at his own expense, in strict accordance with the standards, regulations, and specifications of the Town, and will be maintained until accepted by the Town, the developer shall furnish the Town, cash, bond, irrevocable letter of credit, or other such surety as the Town shall approve in an amount sufficient to cover cost, as estimated by the Town Engineer, of the construction and installation of the aforesaid improvements.

The improvement guaranty shall be conditioned upon:

(a) the developer constructing and installing, or causing to be constructed or installed, in strict accordance with the standards, regulations, and specifications of the Town, as finally approved, the required improvements;

(b) the developer in maintaining at his own cost the said improvements, until the same are accepted by the Town for community use;

(c) the faithful performance by the developer of the Public Works Agreement.

SECTION 802 ACCEPTANCE OF IMPROVEMENTS

(a) Development Inspection

(1) The applicant shall notify the Town of Easton and the Easton Utilities Commission of the completion of the required improvements.

(2) The appropriate agency shall inspect the completed required improvements and notify the developer of approval or specify those items of construction, material, and workmanship which do not comply with the specifications or the approved construction plans.

(3) The applicant, upon notification from the appropriate agency of items not approved shall:

a. proceed, at his own cost, to make such corrections as shall be required to comply with the specifications and approved construction plans; and

b. notify the appropriate agency upon completion, requesting final inspection.

(b) Final Inspection: The appropriate agencies shall make a final inspection with the applicant of all required improvements.

(c) Acceptance: At such time as the Town Engineer is satisfied that the applicant has complied with all standards, regulations, service tariffs and specifications of the Town of Easton and the Easton Utilities Commission an indenture prepared by the applicant in a form approved by the Town of Easton, conveying all streets, parks, and other public lands to the Town of Easton shall be recorded in the Land Records of Talbot County.

ARTICLE IX - CHANGES AND AMENDMENTS

SECTION 900 CHANGES AND AMENDMENTS

The Town Council may, from time to time amend, supplement or change, by ordinance, the regulations herein established. Any such amendment or change shall be accomplished in accordance with the provisions of the Town Charter and the laws of the State of Maryland.

ARTICLE X – ADMINISTRATION

SECTION 1000 HARDSHIP

Where the Planning and Zoning Commission finds that extraordinary hardships may result from strict compliance with these Regulations, it may modify the Regulations so that substantial justice may be done and the public interest secured, provided that such modification will not have the effect of nullifying the intent and purpose of these Regulations or of modifying any provision of any other ordinance of the Town of Easton.

SECTION 1001 CONDITIONS

In granting modifications, the Planning and Zoning Commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements so modified.

SECTION 1002 FEES

A plat review fee shall be collected upon the submittal and each subsequent submittal of a sketch plan. A subdivision application fee shall be collected at the time of filing of a Preliminary Plat. This fee shall be based on the number of lots in the subdivision and is a one time fee as long as the Preliminary Plat is based on the approved sketch plat. When a Preliminary Plat is submitted which is based on a revised sketch plat, a new subdivision application fee shall be collected. There shall be no fee for the initial review of a final plat. When a plat has to be reviewed more than once, a plat review fee shall be collected for each submittal of the final plat.

A plat review fee shall be collected for a boundary line amendment or a minor subdivision. All fees shall be in accordance with the fee schedule of charges adopted by resolution of the Town Council.

SECTION 1003 SEVERABILITY

It is hereby declared to be the legislative intent that:

(a) If the court declares any provisions of these Regulations to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of these Regulations shall continue to be separately and fully effective.

(b) If the court finds the application of any provision or provisions of these Regulations to any lot, building, or other structure, or tract of land, to be invalid or ineffective, in whole or in part, the effect of such decision shall be limited to the person, property, or situation immediately involved in the controversy, and the application of any such provision to other persons, property, or situations shall not be affected.

SECTION 1004 PUBLIC MEETING

The Planning Commission shall consider all Sketch Plats at a Public Meeting. Such meeting may be the Commission's Regular Monthly Meeting or when determined appropriate by the Commission, a Special Meeting. At such meeting, all parties in interest and citizens shall have the opportunity to be heard. The time, place, and location of said meeting along with the general location and a brief description of the subdivision shall be published in a paper of general circulation in Talbot County. In addition, the property shall be posted at least seven (7) days preceding the date on which the Planning Commission is scheduled to review said subdivision and notice to adjoining property owners shall be provided as specified for other development application types (e.g., site plans) in the Zoning Code. No notice shall be required for those subdivisions which do not require sketch plat review.

SECTION 1005 ENFORCEMENT OFFICER

The Town Engineer of Easton shall be the enforcement officer for these Regulations. If they find that any of the provisions of these Regulations are being violated, they shall notify in writing the person responsible for such violation and take such action as may be necessary to prevent the violation of these Regulations, including obtaining a court injunction to discontinue the transfer, sale, or negotiations for sale of illegal lots or parcels; or any action authorized herein.

SECTION 1006 APPEALS

Any person aggrieved by a decision of the Planning and Zoning Commission or the Town Engineer in approving or denying a subdivision under the terms of these Regulations shall have the right to appeal said decision to the Easton Board of Zoning Appeals under the terms and provisions set forth in Chapter 28 (Zoning) of the Code of the Town of Easton.

ARTICLE XI - SUBDIVISION ACTIVITY IN THE CHESAPEAKE BAY CRITICAL AREA

SECTION 1100

(a) All subdivisions of land located in whole or in part in that area of the Town of Easton which is part of the Chesapeake Bay Critical Area shall be subject to the provisions of the Easton Zoning Ordinance relating to the Critical Area Overlay Zone as well as to the provisions of these regulations. Where the provisions of the Zoning Ordinance relating to the Critical Area Overlay Zone conflict with the provisions of these Subdivision Regulations, the provision of the Critical Area Overlay Zone shall apply.

(b) No subdivision of any land located in whole or in part in that area of the Town of Easton which is part of the Chesapeake Bay Critical Area shall be permitted unless and until the Planning and Zoning Commission makes the following written findings with regard to the subdivision:

(1) The development or development activities have been designed in such a manner as to minimize adverse impacts on water quality that result from pollutants that are discharged from structures or conveyances or that have runoff from surrounding lands; and

(2) That the development or development activities have been planned in such a fashion as to conserve fish, wildlife and plant habitat.

EASTON POLICE DEPARTMENT

"With Pride We Serve"

UPCOMING PUBLIC ASSEMBLY EVENT

TO: Mayor Cook and Don Richardson
DATE: September 19, 2023
PREPARED BY: 1st Sgt. P. Sally 0135
PAP #: 23-038
RECEIVED: September 13, 2023

EVENT: Easton High School Homecoming Parade

APPLICANT: Toni Hall

LOCATION: Line up at Idlewild Park, proceed east on Idlewild Ave, proceed south on Aurora St, proceed east on Dutchman's Lane, proceed south on Mecklenburg Ave, end at EHS.

DATE/TIME: Oct. 13, 2023 3:30pm – 4:30pm

ATTENDANCE: Approx. 250 persons, 25-35 units in the parade

PURPOSE: Celebrate homecoming

DETAILS: No additional

SPECIAL REQUESTS:

- Applicant requests road closures for parade from 3:45pm to 4:30pm

EPD CONCERNS:

- None

APPROXIMATE COST:

- None - will be handled by on-duty personnel

RECOMMENDATIONS: Approve

EASTON POLICE DEPARTMENT

"With Pride We Serve"

UPCOMING PUBLIC ASSEMBLY EVENT

TO: Mayor Cook and Don Richardson
DATE: September 19, 2023
PREPARED BY: 1st Sgt. P. Sally 0135
PAP #: 23-040
RECEIVED: September 13, 2023

EVENT: Academy Art Museum Craft Show

APPLICANT: Jennifer Chrzanowski

LOCATION: South Street – between Harrison Street & Talbot Lane

DATE/TIME: Oct. 27, 2023 4pm – 9:30pm
Oct. 28, 2023 8am – 8pm
Oct. 29, 2023 9:30am – 4pm

ATTENDANCE: 300+ per day

PURPOSE: Craft Show / Public Event

DETAILS: No additional

SPECIAL REQUESTS:

- Applicant is requesting street closure (South Street – between Harrison Street & Talbot Lane) each day during the hours of the event

EPD CONCERNS:

- None

APPROXIMATE COST:

- None - Posting of No Parking signs and staging of barricades will be handled by on-duty personnel

RECOMMENDATIONS: Approve

EASTON POLICE DEPARTMENT

"With Pride We Serve"

UPCOMING PUBLIC ASSEMBLY EVENT

TO: Mayor Cook and Don Richardson
DATE: September 19, 2023
PREPARED BY: 1st Sgt. P. Sally 0135
PAP #: 23-039
RECEIVED: September 13, 2023

EVENT: Winton Avenue Block Party

APPLICANT: Loretta Hatzel-Geraci

LOCATION: Winton Ave – between Davis Ave and Higgins St

DATE/TIME: Oct. 28, 2023 4pm – 8pm (rain date 10/30/23)

ATTENDANCE: 25 - 30

PURPOSE: Block party

DETAILS: Neighborhood gathering

SPECIAL REQUESTS:

- Applicant requests road closure from 3pm to 9pm

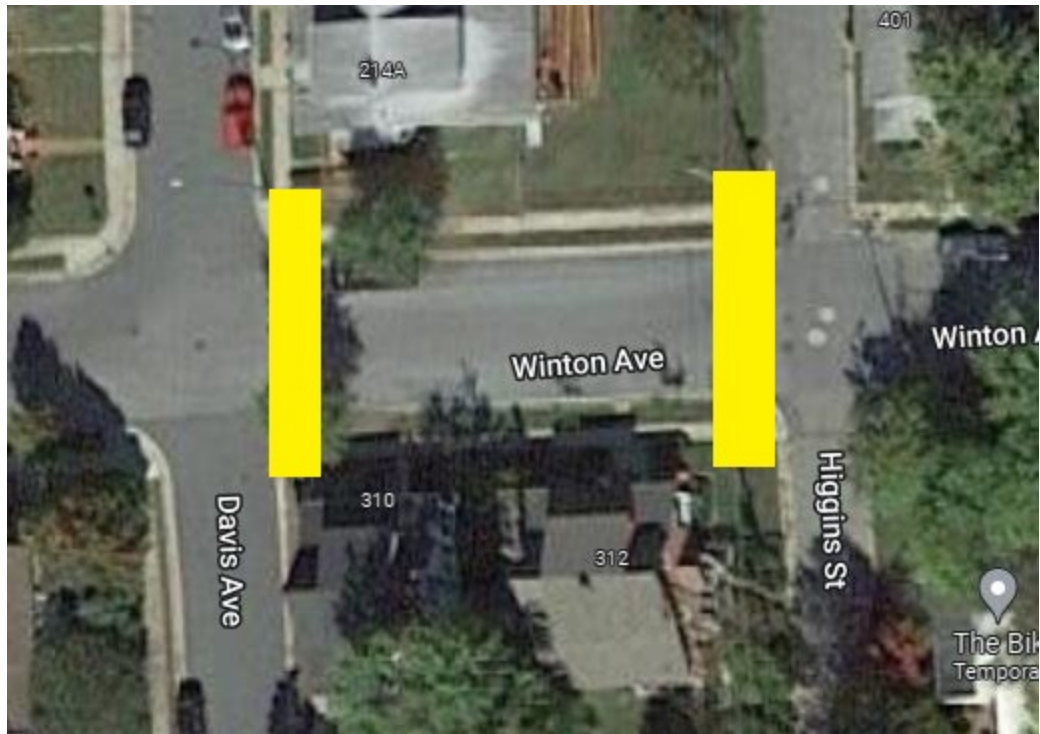
EPD CONCERNS:

- None

APPROXIMATE COST:

- None - Posting of No Parking signs and staging of barricades will be handled by on-duty personnel

RECOMMENDATIONS: Low traffic, residential area. Street closure will have minimal impact. Not sure of the council's view on these type of private citizen requests to close streets for this type of event? It does appear this will only affect 2 residences (one being the applicant). I am attaching a map for you to view. No concerns on our part as far as public safety.





September 27, 2023

Mayor and Town Council
14 South Harrison Street
Easton, MD 21601

RE: Proposed Basi Brothers, LLC Annexation

Dear Council Members & Mayor Cook:

At the regular monthly meeting of the Easton Planning and Zoning Commission held on September 21, 2023, we reviewed the request of Basi Brothers LLC, represented by Robert Collison, for annexation of a 3.25 acre parcel of land located at 9719 Ocean Gateway. The subject property was formerly the site of the Choptank Inn (Big John's). Following the presentation by Mr. Collison, and with no one from the Public testifying either for or against the request, the Commission discussed the matter and took a number of actions. Specifically, we determined (by a vote of 4-0, with one member absent) that the proposed Annexation is consistent with the Town's Comprehensive Plan. The Comprehensive Plan recommends Residential as the future land use of this parcel, but the applicant is requesting the parcel be zoned as CG (General Commercial). In this rare instance, despite the request being different from what the Plan recommends, the Commission believes CG is an appropriate classification. This determination is based on the fact that much of the surrounding area is also zoned CG in the Town and this particular property is currently zoned GC (General Commercial) in the County.

Accordingly, the Commission took the following actions (by unanimous vote):

1. To find that the proposed Annexation request is consistent with the Town's Comprehensive Plan;
2. To recommend that you approve the proposed Annexation; and
3. To recommend that upon Annexation, you apply the CG Zoning classification to the annexed parcels.

The Commission is also mindful of the fact that given the location and zoning of the property in Talbot County, it is highly likely to be developed regardless of the outcome of this Annexation request. We believe it is more appropriate to have this development occur on Town infrastructure and under the terms of our Zoning Code and associated design standards and guidelines.

If you should have any questions concerning these recommendations, please feel free to contact me or either the Town Planner or Town Attorney, both of whom were present and can speak to our actions in this matter.

Regards,

A handwritten signature in black ink, reading "Jennifer M. Dindinger", is displayed within a light blue rectangular box.

Easton Planning and Zoning Commission

Jennifer Dindinger, Chair

RESOLUTION NO.: 6172

A RESOLUTION OF THE TOWN OF EASTON AMENDING THE DEFERRED COMPENSATION RETIREMENT PLAN, THE TOWN OF EASTON, MD EMPLOYEES 457 PLAN

Introduced By: _____

WHEREAS, the Town of Easton adopted the Town of Easton, MD Employees 457 Plan; and

WHEREAS, the Town of Easton wishes to adopt the Cares and Secure Acts and Other Law Changes as amendment number 2023-01 & 02 and to provide notice 2023-03 and Summary Plan Description 2023-04 to the Plan as are more particularly set forth in the attachments, hereto.

NOW THEREFORE, the Town of Easton hereby resolves that deferred compensation retirement plan, The Town of Easton, MD Employees 457 Plan (the "Plan") be amended as described in the Cares Act, as amendment Number 2023-01 & 02 and to provide Notice 2023-03 & Summary Plan Description 2023-04;

Section 1. That the deferred compensation retirement plan, The Town of Easton, MD Employees 457 Plan (the "Plan") be amended as described in Amendment Number 2023-01 & 02 and to provide Notice 2023-03 & Summary Plan Description 2023-04.

Section 2. The recitals; Amendment 2023-01 an Amendment for Cares Act the Coronavirus Aid, Relief, and Economic Security (CARES) Act makes it easier for you to access your savings in Individual Retirement Arrangements (IRAs) and workplace retirement plans if you're affected by the coronavirus. This relief provides favorable tax treatment for certain withdrawals from retirement plans and IRAs, including expanded loan options, Amendment 2023-02 an Amendment to Implement Secure Act and Other Law Changes This law enables employers and employees to take advantage of the expansion of credits and opportunities created for workplace retirement plans under SECURE Act 2.0, Notice 2023-03 an Notice about Coronavirus Retirement Plan Relief Provisions and a Summary Plan Description 2023-04 for Material Modification – Secure Act, are incorporated herein by reference and made a part of this Resolution.

Section 3. That the deferred compensation retirement plan, The Town of Easton, MD Employees 457 Plan (the "Plan") restatement effective July 1, 2018 and these amendments, as presented, are hereby approved and adopted.

Section 4. The Town Manager is authorized to execute the restatement and amendments to the Plan.

Section 5. All actions of the Trustees related to these amendments are hereby ratified and confirmed.

Section 6. This resolution shall become effective upon approval by the Mayor after adoption by the Town Council.

Curry -
Abbatiello -
Montgomery -
Davis -
Gunsallus -

I hereby certify that the above Resolution was passed by a yea and nay vote of the Council this _____ day of _____, 2023.

Frank Gunsallus, 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.

AMENDMENT FOR CARES ACT

ARTICLE 1

PREAMBLE; DEFINITIONS

- 1.1 **Adoption of Amendment.** The Employer adopts this Amendment to implement provisions of the Act which affect the Plan. All references to the Plan include the Plan's loan program, policy, or procedure to the extent applicable.
- 1.2 **Superseding of inconsistent provisions.** This Amendment supersedes the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this Amendment.
- 1.3 **Construction.** Except as otherwise provided in this Amendment, any Article or Section reference in this Amendment refers only to this Amendment and is not a reference to the Plan. The Article and Section numbering in this Amendment is solely for purposes of this Amendment and does not relate to the Plan article, section, or other numbering designations.
- 1.4 **Effect of restatement of Plan.** If the Employer restates the Plan then this Amendment shall remain in effect after such restatement unless the provisions in this Amendment are restated or otherwise become obsolete (e.g., if the Plan is restated onto a plan document which incorporates these provisions).
- 1.5 **Definitions.** Except as otherwise provided in this Amendment, terms defined in the Plan will have the same meaning in this Amendment. The following definitions apply specifically to this Amendment:
- A. The "Act" is the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act. This Amendment shall be interpreted and applied to comply with the Act.
- B. A "Qualified Individual" means any individual who meets one or more of the criteria described in paragraphs (1), (2), (3), or (4). Participants, alternate payees and beneficiaries of deceased participants can be treated as Qualified Individuals. The Plan Administrator may rely on an individual's certification that the individual satisfies a condition to be a Qualified Individual unless the Plan Administrator has actual knowledge to the contrary. In applying the criteria, "COVID-19" means either the virus SARS-CoV-2 or coronavirus disease 2019; "an approved test" means a test approved by the Centers for Disease Control and Prevention (including a test authorized under the Federal Food, Drug, and Cosmetic Act); and a "member of the individual's household" means someone who shares the individual's principal residence. The criteria are as follows:
- (1) The individual was diagnosed with COVID-19 by an approved test;
 - (2) The individual's spouse or dependent (as defined in Code §152) was diagnosed with COVID-19 by an approved test;
 - (3) The individual has experienced adverse financial consequences because: (a) the individual or the individual's spouse, or a member of the individual's household was quarantined, furloughed or laid off, or had work hours reduced due to COVID-19; (b) the individual, the individual's spouse, or a member of the individual's household was unable to work due to lack of childcare due to COVID-19; (c) A business owned or operated by the individual, the individual's spouse, or a member of the individual's household closed or reduced hours due to COVID-19; or (d) the individual, the individual's spouse, or a member of the individual's household had a reduction in pay (or self-employment income) due to COVID-19 or had a job offer rescinded or start date for a job delayed due to COVID-19; or
 - (4) The individual satisfies any other criteria determined by the Treasury or the IRS.

ARTICLE 2
IDENTIFYING INFORMATION; EMPLOYER ELECTIONS

2.1 Reserved.

2.2 Employer identifying information.

A. Name of Employer: The Town of Easton, Maryland

B. Name of Plan: The Town of Easton, MD Employees 457 Plan

C. Type of Plan (check one)

- (1) ☐ 401(k) Plan
- (2) ☐ Profit-Sharing Plan (other than a 401(k) plan)
- (3) ☐ Money Purchase Pension Plan
- (4) ☐ Defined Benefit Plan (including a cash balance plan)
- (5) ☐ 403(b) Plan
- (6) ☒ 457(b) Plan sponsored by a governmental employer

2.3 Relief for Qualified Individuals. Will the Plan provide any or all of the following relief for Qualified Individuals: (1) Coronavirus-Related Distributions described in Article 3, (2) increased loan limits described in Section 4.2, (3) the loan repayment extension described in Section 4.3. *(Select one of (a), (b), or (c). If (c) is selected, then select one or more of (d), (e), and/or (f))*

- (a) ☐ **No.** The Plan will not provide any of these relief provisions.
- (b) ☐ **Yes.** The Plan will provide all of these relief provisions. The limitations on distributions described in Sections 2.3(d)(1) – (4) and the limitations on loans in Section 2.3(e)(1) – (3) and 2.3(f)(1)–(3) do not apply.
- (c) ☒ **Some.** The Plan will provide those relief provisions selected in (d), (e), or (f) below.

(d) ☒ **The Coronavirus-Related Distribution provisions described in Article 3** *(If (d) is selected, the Employer may optionally select one or more of (1), (2), (3), or (4).)*

- (1) ☐ Coronavirus-Related Distributions are not available from an account in which the Participant is not 100% vested.
- (2) ☐ Coronavirus-Related Distributions may be made only from the following accounts:
- (3) ☐ The maximum amount of Coronavirus-Related Distributions from the Plan to a Qualified Individual will not exceed: \$_____. *(Enter amount less than \$100,000.)*
- (4) ☐ The following additional provisions apply to Coronavirus-Related Distributions:

(Enter limitations or restrictions which are nondiscriminatory and not subject to Employer discretion.)

(e) ☐ **The increased loan limit described in Section 4.2** *(If (e) is selected, the Employer may optionally select one or more of (1), (2), or (3).)*

- (1) ☐ The maximum dollar amount of loans pursuant to Section 4.2 will not exceed: \$_____. *(Enter amount less than \$100,000.)*
- (2) ☐ The maximum percentage of the present value of the nonforfeitable accrued benefit that may be loaned pursuant to Section 4.2 will not exceed: _____%. *(Enter percentage less than 100%.)*
- (3) ☐ The following additional provisions apply to the increased loan limit:

(Enter limitations or restrictions which are nondiscriminatory.)

(f) ☐ **The loan repayment extension described in Section 4.3** *(If (f) is selected, the Employer may optionally select one or more of (1), (2), or (3).)*

- (1) ☐ The Suspension Period will begin _____ *(Enter date not before March 27, 2020)* and end _____. *(Enter date not later than December 31, 2020.)*

- (2) ☐ The Extension Period will be _____. (Enter period, up to one year, the due date of the loan will be extended, such as "six months.")
- (3) ☐ The following additional provisions apply to the loan repayment extension:

 (Enter limitations or restrictions which are nondiscriminatory.)

- 2.4 **RMD waivers for 2020.** Unless the Employer elects otherwise below, the provisions of Section 5.2 apply and a Participant or Beneficiary who would have been required to receive a 2020 RMD or Extended 2020 RMD will receive the distribution unless the Participant or Beneficiary chooses not to receive the distribution.
- (a) ☐ **No RMDs without request.** The provisions of Section 5.2 apply and a Participant or Beneficiary who would have been required to receive a 2020 RMD or Extended 2020 RMD **will not** receive the distribution unless the Participant or Beneficiary chooses to receive the distribution.
- (b) ☒ **Split.** The provisions of Section 5.2 apply. A Participant or Beneficiary who would have been required to receive a **2020 RMD will not** receive the distribution unless the Participant or Beneficiary chooses to receive the distribution. A Participant or Beneficiary who would have been required to receive an **Extended 2020 RMD will receive** the distribution unless the Participant or Beneficiary chooses not to receive the distribution.
- (c) ☐ **No change to RMDs.** Payment of RMDs or Extended 2020 RMDs will be governed by the terms of the Plan without regard to this Amendment (i.e., no election is available to Participants or Beneficiaries).
- (d) ☐ **Describe:** _____

For purposes of Section 5.3, the Plan will also treat the following as eligible rollover distributions in 2020: (Choose one or none of (e), (f), (g), or (h): If no election is made, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code §401(a)(9)(I)):

- (e) ☐ 2020 RMDs.
- (f) ☒ 2020 RMDs and Extended 2020 RMDs.
- (g) ☐ 2020 RMDs but only if paid with an additional amount that is an eligible rollover distribution without regard to Code §401(a)(9)(I).
- (h) ☐ Describe: _____

The provisions of Article 5, and the elections in this Section 2.4, will be effective on the date specified in Section 2.5, unless a different date is entered here: _____ (Optional. Enter a date between March 27, 2020 and December 31, 2020. RMD distributions before the selected effective date should have followed plan terms in effect before this Amendment.)

- 2.5 **Effective Date.** This Amendment is effective March 27, 2020, or as soon as practical thereafter.

ARTICLE 3 CORONAVIRUS-RELATED DISTRIBUTIONS

- 3.1 **Application.** This Article 3 will apply if Section 2.3(b) or Section 2.3(d) is selected.
- 3.2 **Coronavirus-Related Distribution(s).** Subject to the provisions described in Section 2.3(d)(4), if any, a Qualified Individual may take one or more Coronavirus-Related Distributions. The accounts from which the amount may be distributed shall be limited if selected in Sections 2.3(d)(1) and (2). However, if the Plan is a Defined Benefit Plan, and the Qualified Individual has not separated from service, the Qualified Individual may not take a Coronavirus-Related Distribution prior to attaining the earlier of Normal Retirement Age or age 59½. The provisions of this Section will apply notwithstanding any limitation in the Plan on partial distributions or any otherwise applicable plan or administrative limits on the number of allowable distributions.
- 3.3 **Repayment of distribution.** If the Plan permits a Participant to make rollover contributions, then a such a Participant who received a Coronavirus-Related Distribution (from this Plan and/or another eligible retirement plan as defined in Code §402(c)(8)(B)), at any time during the 3-year period beginning on the

day after receipt of the distribution, may make one or more contributions to the Plan, as rollover contributions, in an aggregate amount not to exceed the amount of such distribution.

- 3.4 **Definition of Coronavirus-Related Distribution.** A “Coronavirus-Related Distribution” means a distribution to a Qualified Individual during the period beginning January 1, 2020 and ending December 30, 2020. The total amount of Coronavirus-Related Distributions to a Qualified Individual pursuant to this Amendment from all plans maintained by the Employer, or any related employer described in Code §414(b), (c), (m), or (o), shall not exceed \$100,000, (or such lesser amount specified in Section 2.3(d)(3)). The Coronavirus-Related Distributions from the Plan to a Qualified Individual will not exceed the amount of the individual’s vested account balance or the present value of the individual’s vested accrued benefit.

ARTICLE 4 PARTICIPANT LOAN RELIEF

- 4.1 **Application.** This Article 4 will apply only if the Plan permits participant loans. Section 4.2 will apply if Section 2.3(b) or Section 2.3(e) is selected. Section 4.3 will apply if Section 2.3(b) or Section 2.3(f) is selected.
- 4.2 **Increased loan limit.** Notwithstanding the loan limitation that otherwise would apply, the Plan will determine the loan limit under Code §72(p)(2)(A) for a loan to a Qualified Individual, made during the period beginning March 27, 2020 and ending September 22, 2020, by substituting “\$100,000” (or such lesser amount specified in Section 2.3(e)(1)) for “\$50,000,” and by substituting “100% (or such lesser percentage specified in Section 2.3(e)(2)) of the present value of the nonforfeitable accrued benefit of the employee under the Plan” for “one-half of the present value of the nonforfeitable accrued benefit of the employee under the Plan” (or its equivalent). The provisions described in Section 2.3(e)(3), if any, will apply in connection with loans to Qualified Individuals.
- 4.3 **Extension of certain repayments.** If a Qualified Individual has an outstanding loan from the Plan on or after March 27, 2020, then: (1) if the date for any repayment of such loan occurs during the Suspension Period, the due date is extended for the Extension Period; (2) the due date of the loan will be extended by the Extension Period; (3) the Plan will adjust any subsequent repayments to reflect the extension of the due date and any interest accrued during the Suspension Period; and (4) the Plan will disregard the Extension Period in determining the 5-year period and the loan term under Code §72(p)(2)(B) or (C). The provisions described in Section 2.3(f)(3), if any, will apply in connection with the suspension and extension described in this Section. The Suspension Period, unless otherwise specified in Section 2.3(f)(1), will begin March 27, 2020 and end December 31, 2020. The Extension Period, unless otherwise specified in Section 2.3(f)(2) will be one year. The provisions of this Section 4.3 will be applied in accordance with Section 5.B. of Notice 2020-50, or any subsequent applicable guidance, and the adjustment described in (3) may reflect the “safe harbor” described therein.

ARTICLE 5 WAIVER OF 2020 REQUIRED MINIMUM DISTRIBUTIONS (RMDs)

- 5.1 **Application.** This Article 5 will apply only to defined contribution plans, including 401(k) Plans, Profit-Sharing Plans, Money Purchase Pension Plans, 403(b) Plans, and 457(b) Plans sponsored by governmental employers. The definitions in Section 5.4 will apply in interpreting Section 2.4.
- 5.2 **Waiver; default provision.** This Section 5.2 will apply unless Section 2.4(c) is selected or to the extent 2.4(d) overrides it. Notwithstanding the provisions of the Plan relating to RMDs, whether a Participant or Beneficiary who would have been required to receive 2020 RMDs, and who would have satisfied that requirement by receiving distributions that are (1) equal to the 2020 RMDs, or (2) Extended 2020 RMDs will receive those distributions is determined in accordance with the option chosen in Section 2.4. Notwithstanding the option chosen in Section 2.4, a Participant or Beneficiary will be given an opportunity to make an election as to whether or not to receive those distributions. If the Plan permits a Beneficiary of a

deceased Participant to make the election to use the 5-year rule or the life expectancy rule, the deadline to make the election may be extended to reflect the adoption of Code §401(a)(9)(I).

- 5.3 **Direct rollovers.** Notwithstanding the provisions of the Plan relating to required minimum distributions under Code §401(a)(9), and solely for purposes of applying the direct rollover provisions of the Plan, certain additional distributions in 2020, as elected by the Employer in Section 2.4, will be treated as eligible rollover distributions. If no election is made by the Employer in Section 2.4, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code §401(a)(9)(I).
- 5.4 **Definitions. “RMDs”** means required minimum distributions described in Code §401(a)(9). **“2020 RMDs”** means required minimum distributions the Plan would have been required to distribute in 2020 (or permitted to pay in 2021 for the 2020 calendar year for a Participant with a required beginning date of April 1, 2021) but for the enactment of Code §401(a)(9)(I). **“Extended 2020 RMDs”** means one or more payments in a series of substantially equal distributions (that include the 2020 RMDs) made at least annually and expected to last for the life (or life expectancy) of the Participant, the joint lives (or joint life expectancy) of the Participant and the Participant’s designated Beneficiary, or for a period of at least 10 years.
- 5.5 **Installment payments.** A Participant or Beneficiary receiving payment of 2020 RMDs or 2020 Extended RMDs pursuant to this Article 5 may receive them in any method (including installments or partial distributions) which would have been permitted under the terms of the Plan if the amounts would have been RMDs but for the enactment of Code §401(a)(9)(I).

* * * * *

This Amendment has been executed this _____ day of _____, 20_____.

Name of Plan: The Town of Easton, MD Employees 457 Plan

Name of Employer: The Town of Easton, Maryland

By: _____
EMPLOYER

AMENDMENT TO IMPLEMENT SECURE ACT AND OTHER LAW CHANGES
THE TOWN OF EASTON, MD EMPLOYEES 457 PLAN

ARTICLE 1
PREAMBLE

- 1.1 **Adoption and effective date of Amendment.** The Employer hereby adopts this Amendment to the Employer's Plan. Each Article specifies the effective date of its provisions. Also see Section 1.5.
- 1.2 **Superseding of inconsistent provisions.** This Amendment supersedes the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this Amendment. Except as otherwise provided in this Amendment, terms defined in the Plan will have the same meaning in this Amendment. Most Articles include definitions which are specific to that Article. Also see Section 1.6.
- 1.3 **Numbering.** Except as otherwise provided in this Amendment, any "Section" reference in this Amendment refers only to this Amendment and is not a reference to the Plan. The Article and Section numbering in this Amendment is solely for purposes of this Amendment, and does not relate to the Plan article, section, or other numbering designations.
- 1.4 **Intention; Construction.** The purpose of this amendment is to amend the Plan in accordance with pension-related provisions of the Further Consolidated Appropriations Act of 2019 ("FCAA") in general, and Division O of that Act, the Setting Every Community Up for Retirement Enhancement Act of 2019 ("SECURE"), in specific. It also addresses a provision of the Bipartisan American Miners Act ("BAMA"), which is also part of FCAA, as well as a section of the Coronavirus Aid, Relief, and Economic Security Act ("CARES"). The provisions of this Amendment shall be interpreted and applied to be consistent with FCAA and CARES and IRS guidance issued in connection therewith, whether such guidance is issued before or after the date of this amendment.
- 1.5 **Effect of subsequent restatement or amendment of Plan.** If the Employer restates the Plan, then this Amendment shall remain in effect after such restatement unless the provisions in this Amendment are restated or otherwise become obsolete (e.g., if the Plan is restated onto a plan document which incorporates these provisions). Some Articles in this amendment may not apply to a particular plan at the time the Amendment is executed but they will apply in the future based on subsequent amendments.
- 1.6 **Preservation of prior amendments.** If the Employer previously amended the Plan after December 20, 2019 to implement a provision contained in one or more Articles of this Amendment, that prior amendment shall remain in effect and will not be superseded by this Amendment, unless Section 1.6(a) is selected. For example, if the Employer previously adopted an amendment to implement the BAMA provisions of Article 10, that amendment remains in effect, notwithstanding the provisions of this Amendment, unless Section 1.6(a) is selected.
- (a) [] This amendment supersedes all prior inconsistent amendments of the Plan.

ARTICLE 2
INSTRUCTIONS; ELECTIONS

- 2.1 **Instructions.** Select 2.3a if all defaults are accepted. Select 2.3b and as applicable 2.4 - 2.10 if the Employer wishes to select other than the default for a particular provision.
- 2.2 **Reserved.**
- 2.3 **Operating Elections.** Many subsequent Articles of this Amendment refer to elections appearing in this Article 2. Each of Sections 2.4 through 2.10 refers to a corresponding Article. For example, Section 2.4 has the elections related to Article 4. The definitions in those Articles apply to the elections in the corresponding Section of this Article 2, and those elections have the same effective date as the corresponding Article. Each Section of this Article lists the default provisions which will apply if no election is made. If you accept the default(s), there is no need to complete the Section. There are no elective provisions which apply to Article 3 or Articles 11 through 16. The following are the defaults and a summary of the Articles for which there are no elections.
- Article 3. Reserved.
 - Article 4. QBADs are not permitted.
 - Article 5. Distributions of RMDs will not begin before a Participant turns 72.
 - Article 6. The Plan will apply its RMD provisions with respect to the 5-year rule in administering the 10-year rule.
 - Article 7. RMDs subject to 5-Year Rule for participants who died from 2015 through 2019 are extended one year unless the beneficiary objects.
 - Article 8. Reserved.
 - Article 9. Reserved.
 - Article 10. The amendment does not modify the minimum age for in-service distributions.
 - Article 11. Administrative policy can permit distributions of Discontinued Lifetime Income Investments.
 - Article 12. Updated RMD tables and 2022 transition.
 - Article 13. Reserved.
 - Article 14. Reserved.

- Article 15. Reserved.
- Article 16. Deemed IRA accounts are not subject to maximum age.

Check (a) or (b).

- (a) ☐ All defaults apply. *Skip the rest of Article 2 and sign the amendment.*
 (b) ☒ One or more defaults do not apply. *Complete those sections in Article 2 for which you do not accept the default; then sign the amendment.*

2.4 Article 4 – Birth/Adoption Distributions. In the absence of an election below, Article 4 does NOT apply. To permit QBADs (Qualified Birth and Adoption Distributions), check (a). If QBADs are available, they apply to all accounts except as provided in Article 4 or in elections (b), (c), (d) or (e). *(Select all that apply.)*

- (a) ☒ Article 4 applies effective January 1, 2020, unless a different date is selected in (1) below.
 (1) ☐ _____ *(Enter date after December 31, 2019.)*
 (b) ☐ QBADs may only be made from accounts in which the Participant is fully vested.
 (c) ☒ QBADs are not available if the Participant has severed employment.
 (d) ☐ Describe additional limitations: _____ *(must be definitely determinable and not subject to discretion)*
 (e) ☒ QBADs are available from the following Accounts: Permitted from all accounts, other than pension accounts (subject to spousal consent rules) and Employer Stock *(must be definitely determinable and not subject to discretion)*

2.5 Article 5 – RMD Timing. Unless Section 2.5(a) is selected, distribution of RMDs will begin for Affected Participants no sooner than April 1 of the calendar year following the year the Participant attains age 72.

- (a) ☐ Distribution of RMDs to Affected Participants will NOT be delayed on account of this Amendment (i.e., distributions will generally commence no later than April 1 of the calendar year following the year the Affected Participant attains age 70 1/2), in accordance with Section 5.5. This election is effective for distributions after December 31, 2019, except as specified below *(Optional: select either or both of (1) or (2))*:
 (1) ☐ Section 5.5 is effective for distributions after _____ and prior to the earlier of January 1, 2022 or the date entered in 2.5(a)(2). *(Enter date on or after December 31, 2019.)*
 (2) ☐ Section 5.5 is repealed for distributions after _____ *(enter date on or after the date entered in 2.5(a)(1) and before January 1, 2022)*, subject to the anti-cutback rule of Code §411(d)(6) to the extent applicable.

2.6 Article 6 – 10-Year Rule for Beneficiary RMDs. RMDs to an Eligible Designated Beneficiary of a Participant who dies prior to the Participant's RBD will be made as elected below. In the absence of an election in Section 2.6, the Plan's provisions about Beneficiary elections with regard to the 5-Year Rule will apply, substituting the 10-Year Rule for the 5-Year Rule.

- (a) ☐ **Beneficiary election.** The Eligible Designated Beneficiary may elect application of the 10-Year Rule or the Life Expectancy rule. If the Beneficiary does not make a timely election *(Select one of (1) or (2))*:
 (1) ☐ **10-year rule.** The 10-year rule applies to the Eligible Designated Beneficiary.
 (2) ☐ **Life Expectancy Rule.** The Life Expectancy rule applies to the Eligible Designated Beneficiary.
 (b) ☒ **10-year rule.** The 10-year rule applies to the Eligible Designated Beneficiary.
 (c) ☐ **Life Expectancy rule.** The Life Expectancy rule applies to the Eligible Designated Beneficiary.
 (d) ☐ **Shorter Period.** The entire interest of the Eligible Designated Beneficiary will be distributed no later than December 31 of the _____ *(enter a number of years, not exceeding "tenth")* year following the year of the Participant's death.
 (e) ☐ **Other:** *(Describe, e.g., the 10-Year Rule applies to all Beneficiaries other than a surviving spouse Beneficiary.)*

2.7 Article 7 – CARES RMD Waivers; 5-Year Rule. Unless the Employer elects otherwise below, beneficiaries of Applicable Participant Accounts will have the option to extend distribution under the 5-Year Rule by one year, and in the absence of a beneficiary election the extension will apply.

- (a) ☐ **No extension without request.** The provisions of Section 7.2 apply but in the absence of a beneficiary election the extension will NOT apply.
 (b) ☒ **Not Apply.** Article 7 will NOT apply to this Plan.

2.8 Article 8 – Reserved.

2.9 Article 9 – Reserved.

2.10 Article 10 – In-Service Distributions. In the absence of an election below, Article 10 does NOT apply. To permit in-service distributions at age 59 1/2, check (a). Check (b) to specify an age greater than 59 1/2. If Article 10 applies, it applies to all Accounts except as limited in Article 10.

- (a) ☐ Article 10 applies effective on or after the first day of the first plan year beginning after December 31, 2019, unless a different date is selected in (1) below.

- (1) [] _____. (Enter date on or after the first day of the first plan year beginning after December 31, 2019.)
- (b) [] Age at which in-service distributions are permitted _____. (Enter age greater than 59 1/2.) This provision applies effective on or after the first day of the first plan year beginning after December 31, 2019, unless a different date is selected in (1) below.
- (1) [] _____. (Enter date on or after the first day of the first plan year beginning after December 31, 2019.)

ARTICLE 3 RESERVED

ARTICLE 4 BIRTH/ADOPTION DISTRIBUTIONS – SECURE Act §113

- 4.1 **Application.** This Article 4 will apply only if the Employer elects in Section 2.4(a) for this Article 4 to apply, effective on the date specified in Section 2.4(a).
- 4.2 **Distribution Authorized.** Except as limited by Section 2.4 (b), (c), (d), (e), a Participant may request a distribution of up to \$5,000 (per child or Eligible Adoptee) as a QBAD. The Participant may request the distribution whether or not the Participant has severed employment unless Section 2.4(c) is selected. This \$5,000 limit shall be reduced by QBADs to the Participant made with respect to the same child or Eligible Adoptee by other plans maintained by the Employer or a related employer described in Code §414(b), (c), (m), or (o). The Plan Administrator may adopt a policy imposing frequency limitations or other reasonable administrative conditions for QBADs.
- 4.3 **Definitions.** The following definitions apply for this Article 4 and Section 2.4:
- (a) A "QBAD" is a Qualified Birth or Adoption Distribution described in Code §72(t)(2)(H)(iii). A QBAD must be made during the 1-year period beginning on the date on which a child of the Participant is born or on which the legal adoption of an Eligible Adoptee by the Participant is finalized.
- (b) An "Eligible Adoptee" is an individual, other than a child of the Participant's spouse, who has not attained age 18 or is physically or mentally incapable of self-support. An individual is considered physically or mentally incapable of self-support if that individual is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or to be of long-continued and indefinite duration. This provision shall be applied in a manner consistent with Part D of IRS Notice 2020-68.
- 4.4 **Rollover.** A Participant who received one or more QBADs from this Plan may, if the Plan then permits the Participant to make rollover contributions, make one or more contributions in an aggregate amount not to exceed the amount of such QBADs. The Plan will treat such a contribution as a rollover contribution made by direct trustee-to-trustee transfer within 60 days of distribution.
- 4.5 **Reliance.** The Plan Administrator may rely on an individual's reasonable representation that the individual is eligible to receive a QBAD unless the Plan Administrator has actual knowledge to the contrary.
- 4.6 **Status.** A QBAD is not an eligible rollover distribution for purpose of the obligation to permit a direct rollover under Code §401(a)(31), the notice requirement of Code §402(f), or the mandatory withholding rules of Code §3405(c)(1).

ARTICLE 5 REQUIRED BEGINNING DATE – SECURE Act §114

- 5.1 **Application.** This Article 5 will apply to all plans, regardless of type. It is effective with regard to RMDs required to be made after December 31, 2019.
- 5.2 **Delay of Required Beginning Date.** An Affected Participant's RBD shall not be earlier than April 1 of the calendar year following the year the Affected Participant attains age 72. For purposes of determining an Affected Participant's RBD, an Affected Participant will be treated as a more than 5% owner if the Participant was a 5-percent owner (as defined in Code §416(i)(1)(B)) as to the Plan Year ending in the calendar year the Participant attains age 72.
- 5.3 **Spousal Distributions.** If an Affected Participant dies prior to the Participant's RBD, and the Participant's sole Designated Beneficiary is the Participant's surviving spouse, then the RMDs to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died, or by December 31 of the calendar year in which the Participant would have attained age 72, if later. However, this Section will apply only if the Plan, prior to this Amendment, permitted a surviving spouse to delay RMD distributions to December 31 of the calendar year in which the Participant would have attained age 70 1/2.
- 5.4 **Definitions.** The following definitions apply for this Article 5 and Section 2.5:
- (a) A Participant is an "Affected Participant" if the Participant was born after June 30, 1949.
- (b) An "RMD" is a Required Minimum Distribution as described in Code §401(a)(9).

- (c) A Participant's "RBD" is the Participant's Required Beginning Date as described in Code §401(a)(9)(C), as amplified by Section 5.2.

5.5 **Optional Distribution Timing.** If the Employer elects in Section 2.5(a) for this Section 5.5 to apply, the timing and form of distributions to an Affected Participant will be determined as though this Article 5 had not been adopted. Distributions pursuant to this paragraph, which are not RMDs, will be treated as eligible rollover distributions for purposes of the direct rollover provisions of Code §401(a)(31). This Section 5.5 will no longer be effective for distributions after December 31, 2021, or, if earlier, the date specified in Section 2.5(a)(2).

ARTICLE 6 BENEFICIARY RMDs – SECURE Act §401

- 6.1 **Application.** This Article 6 will apply to all plans. This Article will not apply to qualified annuities described in SECURE Act §401(b)(4)(B).
- 6.2 **Effective Date.** Except as provided in Section 6.4, Article 6 will apply to Participants who die on or after the Effective Date of this Article. Generally, the Effective Date of this Article is January 1, 2022. The Effective Date of this Article 6 in the case of a collectively-bargained plan will be the date determined in SECURE Act §401(b)(2). See Section 6.5 regarding the limited application of this Article to certain accounts of Participants who died before the Effective Date of this Article.
- 6.3 **Death before RBD.** If the Participant dies before the Participant's RBD, the Plan will distribute or commence distribution of the Participant's Vested Accrued Benefit not later than as follows:
- (a) **No Designated Beneficiary.** If there is no Designated Beneficiary as of September 30 of the year following the calendar year of the Participant's death, the Beneficiary's entire interest will be distributed under the 5-Year Rule.
 - (b) **Eligible Designated Beneficiary.** If the distributee of a Participant's account is an Eligible Designated Beneficiary, the Beneficiary's entire interest will be distributed under the Life Expectancy Rule unless the 10-Year Rule applies. The Employer may elect application of the Life Expectancy rule or the 10-Year Rule in Section 2.6. In the absence of an election in Section 2.6, the Plan's provisions with regard to election of the 5-Year Rule will apply, substituting the 10-Year Rule for the 5-Year Rule. A permitted Beneficiary election must be made no later than the earlier of December 31 of the calendar year in which distribution would be required to begin under the Life Expectancy Rule, or by December 31 of the calendar year which contains the tenth anniversary of the Participant's (or, if applicable, surviving spouse's) death.
 - (c) **Other Designated Beneficiaries.** If the distributee of the Participant's account is a Designated Beneficiary who is not an Eligible Designated Beneficiary, then the Beneficiary's entire interest will be distributed under the 10-Year Rule.
 - (d) **10-Year Rule.** If distribution of a deceased Participant's account thereof is subject to the "10-Year Rule," then the Plan will distribute the account in full no later than December 31 of the tenth year following the year of the Participant's death. No RMDs are required to be distributed from the account prior to that date.
- 6.4 **Death after RBD.** If the Participant dies on or after the Participant's RBD, the Participant's remaining interest will be distributed at least as rapidly as under the method of distribution being used as of the date of the participant's death, using the Life Expectancy Rule, as, and to the extent, provided by applicable guidance. If the Beneficiary is a Designated Beneficiary that is not an Eligible Designated Beneficiary, the Plan will distribute the remaining account in full no later than December 31 of the tenth year following the year of the Participant's death.
- 6.5 **Beneficiary Death.** If an Eligible Designated Beneficiary receiving distributions under the Life Expectancy Rule dies before receiving distribution of the Beneficiary's entire interest in the Participant's account, the Plan will distribute that interest in full no later than December 31 of the 10th year following the year of the Eligible Designated Beneficiary's death. Similarly, if a Participant died before the Effective Date of this Article 6, and the beneficiary died after such Effective Date, but prior to receiving full distribution of the beneficiary's interest, the Plan will distribute that interest in full no later than December 31 of the tenth year following the year of the beneficiary's death.
- 6.6 **Age of Majority.** If a child of the Participant was receiving distributions under the Life Expectancy rule, when the child reaches the age of Majority, the Plan will distribute the child's account in full no later than 10 years after that date, provided the child is not otherwise an Eligible Designated Beneficiary, such as a disabled or chronically ill individual.
- 6.7 **Definitions; operating rules.** The following definitions and operating rules apply for this Article 6 and Section 2.6:
- (a) An "RMD" is a Required Minimum Distribution as described in Code §401(a)(9).
 - (b) A Participant's "RBD" is the Participant's Required Beginning Date as described in Code §401(a)(9)(C) and the Plan. Also see Section 5.2.
 - (c) A distributee of a Participant's account is a "Designated Beneficiary" if the distributee is an individual or trust who is a beneficiary of the account (whether pursuant to a designation by the Participant or application of the Plan terms) and who is a designated beneficiary under Code §401(a)(9) and Treas. Reg. §1.401(a)(9)-4, Q&As-4 and -5.

- (d) An individual is an **"Eligible Designated Beneficiary"** of a Participant if the individual qualifies as a Designated Beneficiary and is (1) the Participant's spouse, (2) the Participant's child who has not reached the age of Majority, (3) an individual not more than 10 years younger than the Participant, (4) a disabled individual, as defined in Code §72(m)(7), or (5) an individual who has been certified to be chronically ill (as defined in Code §7702B(c)(2)) for a reasonably lengthy period, or indefinitely. Certain trusts may be treated as Eligible Designated Beneficiaries pursuant to Code §401(a)(9)(H)(iv) and (v).
- (e) Whether a child has reached the age of **"Majority"** is determined under Code §401(a)(9)(F) and applicable regulations and guidance issued thereunder.
- (f) The **"Life Expectancy Rule"** for distributing RMDs is described in Code §401(a)(9)(B)(iii) and is further described in the Plan.
- (g) The **"5-Year Rule"** for distributing RMDs is described in Code §401(a)(9)(B)(ii) and is further described in the Plan.
- (h) The **"10-Year Rule"** is described in Section 6.3(d).
- (i) **Shorter period.** Section 2.6(e) may specify a shorter period to be used in place of the tenth year after the death of a Participant or Beneficiary.
- (j) **Separate share rule.** All references in this Article to a Participant's Account and a Beneficiary's interest in that account will be applied separately to each separate account determined under Treas. Reg. §1.401(a)(9)-8, Q&A 2 and 3, and Code §401(a)(9)(H)(iv).

ARTICLE 7 EXTENSION OF 5-YEAR RULE FOR RMDs – CARES §2203

- 7.1 **Application.** This Article 7 does not apply if the Employer has selected Section 2.7(b); otherwise, it is effective January 1, 2020.
- 7.2 **Waiver; default provision.** The beneficiary of an Applicable Participant Account will have the option to extend the deadline to distribute the account for one year. The default in the absence of a beneficiary election will be to extend the distribution, unless the Employer elects in Section 2.7(a) for the default to be not to extend unless the beneficiary requests it.
- 7.3 **Definitions.** The following definitions apply for this Article 7 and Section 2.7:
 - (a) **"RMDs"** means required minimum distributions described in Code §401(a)(9).
 - (b) The **"5-Year Rule"** for distributing RMDs is described in Code §401(a)(9)(B)(ii) and is further described in the Plan.
 - (c) **"Applicable Participant Account"** means the remaining account of a Participant who died during the years 2015-2019, to the extent the account is subject to the 5-Year Rule.

ARTICLE 8 RESERVED

ARTICLE 9 RESERVED

ARTICLE 10 IN-SERVICE PENSION DISTRIBUTIONS – BAMA §104

- 10.1 **Application.** This Article 10 will apply if the Employer elects in Section 2.10 for this Article 10 to apply, effective on the date specified in Section 2.10(a).
- 10.2 **Distribution at 59 1/2.** A Participant can take an in-service distribution at age 59 1/2, or, if later, the age (if any) specified in Section 2.10(b). Such a distribution will be limited to the vested portion of the Participant's accrued benefit or account and will be subject to all Plan provisions related to in-service distributions. The Plan can operationally permit distributions as early as January 1 of the calendar year the Participant attains 59 1/2 (or such later age).
- 10.3 **Limited application to Profit-Sharing Plans.** If the Employer elects in Section 2.10 for this Article 10 to apply, this Article 10 will apply to an account in a 401(k) Plan or a Profit-Sharing Plan which holds assets transferred from a Money Purchase Pension Plan or a Defined Benefit Plan.

ARTICLE 11 DISTRIBUTIONS OF DISCONTINUED LIFETIME INCOME INVESTMENTS – SECURE §109

- 11.1 **Application.** This Article 11 is effective for Plan Years beginning after December 31, 2019.
- 11.2 **Distributions authorized.** The Plan Administrator may authorize Participants to request, and as soon as practical after a Participant makes the request, the Plan will make a distribution of a Discontinued Lifetime Income Investment. Distribution under this Article is limited to the 90-day period prior to the date on which the Lifetime Income Investment is no longer

authorized to be held as an investment option under the Plan. Such distribution will be in the form of a Qualified Distribution, or in the form of a Qualified Plan Distribution Annuity Contract, as determined by the Plan Administrator. The Plan Administrator will administer this section in a reasonable, nondiscriminatory manner, and may authorize distributions of some Discontinued Lifetime Income Investments and not others.

- 11.3 **Definitions.** The terms "Lifetime Income Investment," "Qualified Distribution" and "Qualified Plan Distribution Annuity Contract" have the meanings set forth in Code §401(a)(38)(B). A "Discontinued Lifetime Income Investment" is a Lifetime Income Investment which will no longer be authorized to be held as an investment option under the Plan.

ARTICLE 12
UPDATED LIFE EXPECTANCY TABLES – TREAS. REG. §1.401(a)(9)-9

- 12.1 **Application.** This Article 12 will apply to all plans and is effective for distribution calendar years beginning on or after January 1, 2022.
- 12.2 **New RMD Tables.** Any Plan reference to the life expectancy tables detailed in Treas. Reg. §1.401(a)(9), such as the Uniform Life Table, the Single Life Table, or the Joint and Last Survivor Table, refers to these tables as published in Treas. Reg. §1.401(a)(9)-9 from time to time, and is subject to adjustment as described in Treas. Reg. §1.401(a)(9)-9(f).

ARTICLE 13
RESERVED

ARTICLE 14
RESERVED

ARTICLE 15
RESERVED

ARTICLE 16
REPEAL OF DEEMED IRA MAXIMUM AGE – SECURE §107

- 16.1 **Application.** This Article 16 will apply only if the Plan permits deemed IRA contributions (sometimes called "designated IRA" contributions) described in Code §408(q). It is effective January 1, 2020.
- 16.2 **No Maximum Age.** To the extent the Plan otherwise permits a Participant to make deemed IRA contributions, the Participant may make such contributions regardless of whether the Participant has attained age 70 1/2 or any other age.

This Amendment has been executed this _____ day of _____, 20_____.

Name of Plan: The Town of Easton, MD Employees 457 Plan

Name of Employer: The Town of Easton, Maryland

By: _____
EMPLOYER

Notice about Coronavirus Retirement Plan Relief Provisions

A new law, the CARES Act, allows employers to modify their retirement plans to provide certain relief for participants and beneficiaries who may have been impacted by the coronavirus. We have chosen to implement the changes described below:

Qualified Individuals

To take advantage of most of the relief offered, you must be a Qualified Individual. To be a Qualified Individual, you must satisfy at least one of these conditions:

- You, your spouse, or your dependent has been diagnosed for Coronavirus by a test approved by the Centers for Disease Control and Prevention,
- You have experienced adverse financial consequences due to Coronavirus as a result of:
 - Being quarantined, being furloughed or laid off, or having work hours reduced,
 - Being unable to work due to lack of childcare, or
 - Closing or reducing hours of a business you own or operate.

Coronavirus-Related Distributions

Prior to December 31, 2020, you can receive a distribution from the plan of up to \$100,000. This distribution will reduce your account balance and cannot exceed 100% of your vested account balance. You can repay this distribution to the plan (without earnings) any time within three years after receiving the distribution and restore your account balance.

If you are a Qualified Individual and you receive up to \$100,000 of retirement plan distributions between January 1, 2020 and December 30, 2020, there are several special tax benefits which apply. While the distributions are subject to ordinary income tax, you can choose to spread the tax over 3 years. The distribution is not subject to the 10% penalty tax which normally applies to distributions before age 59½. You can avoid the tax altogether if you repay the distribution to your retirement plan within three years.

Required Minimum Distributions

With some exceptions, participants who have reached age 70½ and beneficiaries of deceased participants must take annual distributions from the plan, called required minimum distributions (RMDs). Whether or not you are a Qualified Individual, the CARES Act waives the requirement to take RMDs that would otherwise be due in 2020. The plan will not distribute your 2020 RMD unless you elect to receive it.

However, if you are receiving an RMD that is part of one or more payments in a series of equal distributions (including the 2020 RMD) made at least annually, the plan will continue to distribute these RMDs unless you elect not to receive it.

Additional Information

This Notice also serves as a Summary of Material Modifications to the Plan and if applicable, updates the safe harbor notice you previously received. Please keep it with your copy of the Summary Plan Description or other plan materials. The amendment is effective March 27, 2020.

**SUMMARY PLAN DESCRIPTION
MATERIAL MODIFICATIONS – SECURE ACT**

**I
INTRODUCTION**

This is a Summary of Material Modifications regarding your 457(b) retirement Plan ("Plan"). This is merely a summary of important changes to the Plan and information contained in the Summary Plan Description ("SPD") previously provided to you. It supplements and amends that SPD so you should retain a copy of this document with your copy of the SPD. If you have any questions, contact the Administrator. If there is any discrepancy between the terms of the Plan, as modified, and this Summary of Material Modifications, the provisions of the Plan will control.

**II
SUMMARY OF CHANGES**

Qualified Birth or Adoption Distribution. Effective January 1, 2020, you may request a distribution of up to \$5,000 per child as a Qualified Birth or Adoption Distribution (QBAD), provided certain conditions are met. A QBAD must be made during the 1-year period beginning on the date your child is born or the date you adopt someone who is not your child or your spouse's child and who is under age 18 or is physically or mentally incapable of caring for themselves. You can later recontribute this distribution to an IRA or, in some situations, to this Plan. If you have separated from service, you cannot request a QBAD.

Account restrictions. You may request a QBAD only from the vested portion of the following accounts:

Permitted from all accounts, other than pension accounts (subject to spousal consent rules) and Employer Stock

Required Minimum Distributions. The law requires that retirement plans distribute funds at least as rapidly as specified in the required minimum distribution (RMD) rules. The Plan has been amended to conform to recent changes in those rules. Effective after December 31, 2021, the law now requires complete distributions to some beneficiaries of deceased participants within 10 years after death. Generally, if your beneficiary is not a person, then your entire death benefit must be paid within five years after your death.

Distributions must generally begin by April 1 of the calendar year following the year you turn age 70 1/2 (if you were born before July 1, 1949) or age 72 (if you were born after June 30, 1949) or, in some cases, when you retire, if later. For more information, see IRS Publication 590-B.

Selection Criteria:

From Date : 08/31/2023

To Date : 09/27/2023

or

From Period :

To Period :

Bank Code : 00

Page Break by Fund: Y

Include Vendor No.: Y

Print Recap Only .: N

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/06/2023	2107	2689	AMAZON CAPITAL SERVICES	13XQ-CCYT-9NMN	SHIPPING AND HANDLING	001-3040-530.30-52		2/2024	77.81
								Total	77.81
09/06/2023	2108	98	APG MEDIA OF CHESAPEAKE	3031169	ORD. # 800	001-1050-510.30-48		2/2024	210.00
								Total	210.00
09/06/2023	2111	2314	BOOMERSHINE CONSULTING	081823	OPEB/AUDITOR INFORMATION	001-7030-570.30-45		2/2024	185.00
				081823A	OPEB - VALUATION	001-7030-570.30-45		2/2024	277.50
				081823B	OPEB - GASB 74/75	001-7030-570.30-45		2/2024	1,295.00
								Total	1,757.50
09/06/2023	2112	2500	CHESTER RIVER BEHAVIORA	081123	SVCS/EASTON POLICE DEPT	001-2010-520.30-31		2/2024	400.00
								Total	400.00
09/06/2023	2113	2228	FIRST STATE INSPECTION	275530	ELECTRICAL INSPECTIONS	001-2210-522.30-34		2/2024	3,500.00
								Total	3,500.00
09/06/2023	2115	2094	GOVCONNECTION INC	74409428	COMPUTERS,DP & WORD PROC.	001-2010-520.30-52		2/2024	235.14
				74409428	COMPUTERS,DP & WORD PROC.	001-2020-520.30-52		2/2024	370.04
				74409428	COMPUTERS,DP & WORD PROC.	001-2040-520.30-52		2/2024	459.80
								Total	1,064.98
09/06/2023	2116	237	HOME PARAMOUNT PEST CON	6367312		001-1400-514.30-46		2/2024	33.00
								Total	33.00
09/06/2023	2118	927	LEWIS' AUTO BODY SHOP	14733	REPAIR POLICE VEHICLE	001-2020-520.30-56		2/2024	676.34
								Total	676.34
09/06/2023	2119	2142	LIVING ECOSYSTEMS	082223	MOW 231 PORT ST	001-2220-522.30-34		3/2024	1,571.00
				801	MOW 9097 HONEYSUCKLE DR	001-2220-522.30-34		2/2024	35.00
								Total	1,606.00
09/06/2023	2120	2867	MONTGOMERY IRRIGATION	143565055	SVCS/N EASTON PARK	001-4010-540.30-46		2/2024	705.95
								Total	705.95
09/06/2023	2121	2478	MUNICIPAL EMERGENCY SER IN	1915757		001-2020-520.30-37		2/2024	777.10
								Total	777.10
09/06/2023	2122	389	PIERSON COMFORT GROUP L	QB126863	SERVICES	001-4010-540.30-44		2/2024	245.00
								Total	245.00
09/06/2023	2123	2216	QUADIENT LEASING USA IN	N10068167		001-1200-512.30-46		2/2024	474.54
								Total	474.54
09/06/2023	2124	530	WOR-WIC COMMUNITY COLLE	13162	SVCS/EASTON POLICE	001-2010-520.30-33		2/2024	364.00
								Total	364.00
09/13/2023	2125	2926	AG-INDUSTRIAL INC	0803	TIRES AND TUBES	001-3040-530.30-56		2/2024	1,388.60
								Total	1,388.60
09/13/2023	2126	98	APG MEDIA OF CHESAPEAKE	3032302	BID	001-4010-540.30-48		2/2024	245.00
				3032308	ORD # 800	001-1050-510.30-48		2/2024	52.50
								Total	297.50

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/13/2023	2127	59	BRAMBLE INC, DAVID A	32098	ASPHALT PATCH	001-3040-530.30-52		2/2024 Total	461.92 461.92
09/13/2023	2128	2704	BURKE EQUIPMENT COMPANY	FEL-1011313	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		2/2024 Total	81.00 81.00
09/13/2023	2129	2921	CANON FINANCIAL SERVICE	31095084	COPIER MAINT	001-2010-520.30-46		2/2024 Total	137.08 137.08
09/13/2023	2130	3079	CARROLL INDEPENDENT FUE	108203-713846	8/1-15/23 FUEL PURCHASES	001-1065-510.30-55		2/2024	45.17
				108203-713846	8/1-15/23 FUEL PURCHASES	001-1310-513.30-55		2/2024	43.02
				108203-713846	8/1-15/23 FUEL PURCHASES	001-1400-514.30-55		2/2024	142.97
				108203-713846	8/1-15/23 FUEL PURCHASES	001-2010-520.30-55		2/2024	117.70
				108203-713846	8/1-15/23 FUEL PURCHASES	001-2020-520.30-55		2/2024	3,676.01
				108203-713846	8/1-15/23 FUEL PURCHASES	001-2040-520.30-55		2/2024	635.98
				108203-713846	8/1-15/23 FUEL PURCHASES	001-2210-522.30-55		2/2024	300.88
				108203-713846	8/1-15/23 FUEL PURCHASES	001-2220-522.30-55		2/2024	92.89
				108203-713846	8/1-15/23 FUEL PURCHASES	001-2310-523.30-55		2/2024	554.33
				108203-713846	8/1-15/23 FUEL PURCHASES	001-3025-530.30-55		2/2024	3,428.37
				108203-713846	8/1-15/23 FUEL PURCHASES	001-3040-530.30-55		2/2024	3,798.97
				108203-713846	8/1-15/23 FUEL PURCHASES	001-3045-530.30-55		2/2024	2,537.02
				108203-713846	8/1-15/23 FUEL PURCHASES	001-4010-540.30-55		2/2024 Total	156.43 15,529.74
09/13/2023	2131	129	DEPENDABLE SSR LLC	1788	BRUSH & DIRT	001-3040-530.30-52		2/2024	7,745.50
				1788	BRUSH & DIRT	001-3045-530.30-52		2/2024	868.70
				1788	BRUSH & DIRT	001-4010-540.30-52		2/2024	277.08
								Total	8,891.28
09/13/2023	2132	994	DICARLO PRECISION INSTR	0516327-IN	WARRANTY MAINT	001-1310-513.30-46		2/2024	1,395.00
				516325-IN	WARRANTY MAINT/SCANNER	001-2210-522.30-46		3/2024	1,395.00
								Total	2,790.00
09/13/2023	2133	1000	EASTERN SHORE COFFEE &	312908		001-3010-530.30-52		3/2024	8.95
				785251		001-3040-530.30-52		3/2024	174.94
				785261		001-3025-530.30-52		3/2024	8.10
								Total	191.99
09/13/2023	2134	2593	EASTON TRUCK CENTER	CM63988AUP		001-3040-530.30-56		2/2024	130.03-
				60503AUPX1	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		2/2024	127.03
				63988AUP	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		2/2024	130.03
				64083AUP		001-2110-521.30-56		2/2024	49.26
				64130AUP	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		2/2024	574.14
				64274AUP	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		2/2024	3.22
				64410AUP	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		2/2024	770.67
				64425AUP	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		2/2024 Total	127.00 1,651.32
09/13/2023	2135	179	EWING INC, PAUL T	503964	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		2/2024	78.85
				503965	HAND TOOLS ,POW&NON POWER	001-3040-530.30-35		2/2024	5,250.00
				503967	HAND TOOLS ,POW&NON POWER	001-3040-530.30-52		2/2024	149.98
				503997	PAINTS,COATINGS,WALLPAPER	001-3040-530.30-52		2/2024	228.75
				504105	AUTO & TRUCK ACCESSORIES	001-3040-530.30-52		2/2024	29.50

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/13/2023	2135	179	EWING INC, PAUL T	504231		001-3040-530.30-52		3/2024	799.60
				504440		001-3040-530.30-52		2/2024	889.00
				504463		001-3040-530.30-52		2/2024	495.00
				504464		001-3040-530.30-52		2/2024	119.89
				504850	TAPE(NOT DP,SOUND,VIDEO)	001-3040-530.30-52		3/2024	142.40
				504977	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		3/2024	8.95
				504979	HOSES, ALL KINDS	001-3040-530.30-52		3/2024	59.99
				505035		001-3040-530.30-52		3/2024	422.50
				505053	TAPE(NOT DP,SOUND,VIDEO)	001-3045-530.30-52		3/2024	59.99
				505146	FENCING	001-3040-530.30-52		3/2024	63.90
				505147	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		3/2024	375.00
								Total	9,173.30
09/13/2023	2136	213	GEORGE'S GREEN THUMB IN	082423	SVCS/EASTON POLICE DEPT	001-2010-520.30-46		2/2024	881.00
								Total	881.00
09/13/2023	2137	2794	GILLESPIE PRECAST LLC	114505		001-3040-530.30-52		2/2024	1,871.17
								Total	1,871.17
09/13/2023	2138	2930	GOOD LIFE LAWN CARE/LAN	5845	MOWING SVCS	001-2110-521.30-34		2/2024	661.50
				5845	MOWING SVCS	001-3045-530.30-34		2/2024	1,588.33
				5845	MOWING SVCS	001-4010-540.30-34		2/2024	625.00
								Total	2,874.83
09/13/2023	2139	237	HOME PARAMOUNT PEST CON	6367545		001-1400-514.30-46		2/2024	70.00
				6422596	PEST SVCS	001-3010-530.30-46		2/2024	38.00
								Total	108.00
09/13/2023	2140	239	HOPKINS SALES CO INC	467063	PAPER & PLASTIC-DISPOSABL	001-1400-514.30-52		2/2024	329.06
				467552	JANITORIAL SUPPLIES	001-3045-530.30-52		2/2024	118.27
				467633	PAPER & PLASTIC-DISPOSABL	001-3025-530.30-52		2/2024	118.72
				468454	PLASTICS	001-1400-514.30-52		2/2024	171.43
								Total	737.48
09/13/2023	2141	239	HOPKINS SALES CO INC	468172		001-2110-521.30-52		2/2024	464.76
								Total	464.76
09/13/2023	2142	2609	IRVIN HAYES PLUMBING &	082823	REPAIR 1ST FL URINAL	001-1400-514.30-46		2/2024	617.93
								Total	617.93
09/13/2023	2143	269	LASER LETTERS INC	69203	LARGE DOOR HANGERS	001-3040-530.30-47		2/2024	1,317.50
								Total	1,317.50
09/13/2023	2144	2404	NORTHEASTERN SUPPLY INC	3903007		001-2110-521.30-50		2/2024	12.14
				3903008		001-2110-521.30-50		2/2024	201.38
				3905955		001-2110-521.30-50		2/2024	5.40-
								Total	208.12
09/13/2023	2145	3083	PIX4D INC	202308-I-D-US	TRAINING	001-2020-520.30-33		2/2024	646.00
								Total	646.00
09/13/2023	2146	461	SPURRY'S TIRE SERVICE I	83379		001-3045-530.30-56		2/2024	213.00
				83741	TIRES AND TUBES	001-3040-530.30-46		2/2024	914.10

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
								Total	1,127.10
09/13/2023	2147	1565	STAPLES BUSINESS CREDIT	082523		001-1400-514.30-52		3/2024	3.00-
				7613099352-0-1	OFFICE SUPPLIES, GENERAL	001-1200-512.30-51		2/2024	34.93
				7613099352-0-1	MISCELLANEOUS PRODUCTS	001-1200-512.30-52		2/2024	4.67
				7613099352-0-1	OFFICE SUPPLIES, GENERAL	001-1310-513.30-51		2/2024	5.54
				7613099352-0-1	OFFICE SUPPLIES, GENERAL	001-2210-522.30-51		2/2024	56.37
				7613099352-0-1	OFFICE SUPPLIES, GENERAL	001-4010-540.30-51		2/2024	25.18
				7613143861-0-1	PAPER (OFFICE,PRINT SHOP)	001-2010-520.30-51		2/2024	207.45
				7613143861-0-1	OFFICE SUPPLIES, GENERAL	001-2010-520.30-52		2/2024	74.69
				7613146024-0-1	COMPUTERS,DP & WORD PROC.	001-2010-520.30-52		2/2024	193.89
				7613562312-0-1		001-1200-512.30-52		2/2024	24.40
				7613562312-0-1		001-2210-522.30-51		2/2024	47.98
				7613763129-0-1	OFFICE SUPPLIES, GENERAL	001-2020-520.30-52		3/2024	233.85
				7902817864-0-1	OFFICE SUPPLIES, GENERAL	001-1400-514.30-52		2/2024	52.16
								Total	958.11
09/20/2023	2148	2923	ACME AUTO LEASING LLC	23090034	POLICE LEASED VEHICLES	001-8010-580.70-71		3/2024	1,250.00
				23090066	POLICE LEASED VEHICLES	001-8010-580.70-71		3/2024	625.00
								Total	1,875.00
09/20/2023	2149	3186	ALL ROADS TRUCKS	9001257G	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		2/2024	785.42
								Total	785.42
09/20/2023	2150	2689	AMAZON CAPITAL SERVICES	11TN-DT3C-Y97L	COMPUTERS,DP & WORD PROC.	001-1050-510.30-52		2/2024	195.00
				11TN-DT3C-Y97L	COMPUTERS,DP & WORD PROC.	001-2210-522.30-35		2/2024	25.99
				17VQ-N34H-T34P	POLICE EQUIPMENT & SUPPLY	001-2020-520.30-52		3/2024	379.90
				176G-6WWF-TXYJ		001-3040-530.30-52		3/2024	19.80
								Total	620.69
09/20/2023	2151	98	APG MEDIA OF CHESAPEAKE	3033060	P&Z MTG AGENDA	001-1310-513.30-48		3/2024	590.63
								Total	590.63
09/20/2023	2152	2603	AXON ENTERPRISE INC	INUS182588		001-2010-520.30-46		3/2024	20,123.97
				INUS183027		001-2010-520.30-46		3/2024	4,500.00
								Total	24,623.97
09/20/2023	2153	2806	BACKTOWN AUTOMOTIVE/ACC	2257	EQUIP. MAINT. AUTO,TRUCK	001-3025-530.30-46		3/2024	105.00
				2262	EQUIP. MAINT. AUTO,TRUCK	001-3040-530.30-46		3/2024	105.00
				2267	EQUIP. MAINT. AUTO,TRUCK	001-3040-530.30-46		3/2024	105.00
				2270	EQUIP. MAINT. AUTO,TRUCK	001-3040-530.30-46		3/2024	105.00
				2274	EQUIP. MAINT. AUTO,TRUCK	001-3040-530.30-46		3/2024	105.00
								Total	525.00
09/20/2023	2154	2060	BESTCO UA	090723	OCT 2023 INSURANCE	001-0000-121.01-00		3/2024	14,613.80
								Total	14,613.80
09/20/2023	2155	59	BRAMBLE INC, DAVID A	32120	ASPHALT PATCH	001-3040-530.30-52		3/2024	298.58
								Total	298.58
09/20/2023	2156	3115	CHESAPEAKE EMPLOYERS IN	090423	SEPT 2023 WORKERS COMP	001-1010-510.10-24		3/2024	4.37
				090423	SEPT 2023 WORKERS COMP	001-1050-510.10-24		3/2024	29.59
				090423	SEPT 2023 WORKERS COMP	001-1060-510.10-24		3/2024	1.43

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09/20/2023	2156	3115	CHESAPEAKE EMPLOYERS IN	090423	SEPT 2023 WORKERS COMP	001-1065-510.10-24		3/2024	62.23
				090423	SEPT 2023 WORKERS COMP	001-1070-510.10-24		3/2024	67.36
				090423	SEPT 2023 WORKERS COMP	001-1075-510.10-24		3/2024	21.53
				090423	SEPT 2023 WORKERS COMP	001-1200-512.10-24		3/2024	141.65
				090423	SEPT 2023 WORKERS COMP	001-1310-513.10-24		3/2024	1,166.90
				090423	SEPT 2023 WORKERS COMP	001-1400-514.10-24		3/2024	773.95
				090423	SEPT 2023 WORKERS COMP	001-2010-520.10-24		3/2024	1,903.66
				090423	SEPT 2023 WORKERS COMP	001-2020-520.10-24		3/2024	8,685.39
				090423	SEPT 2023 WORKERS COMP	001-2030-520.10-24		3/2024	137.99
				090423	SEPT 2023 WORKERS COMP	001-2040-520.10-24		3/2024	4,035.69
				090423	SEPT 2023 WORKERS COMP	001-2110-521.10-24		3/2024	501.98
				090423	SEPT 2023 WORKERS COMP	001-2210-522.10-24		3/2024	1,069.44
				090423	SEPT 2023 WORKERS COMP	001-2220-522.10-24		3/2024	567.40
				090423	SEPT 2023 WORKERS COMP	001-2310-523.10-24		3/2024	1,660.96
				090423	SEPT 2023 WORKERS COMP	001-3010-530.10-24		3/2024	1,076.73
				090423	SEPT 2023 WORKERS COMP	001-3025-530.10-24		3/2024	1,746.28
				090423	SEPT 2023 WORKERS COMP	001-3040-530.10-24		3/2024	2,757.90
				090423	SEPT 2023 WORKERS COMP	001-3045-530.10-24		3/2024	1,501.16
				090423	SEPT 2023 WORKERS COMP	001-4010-540.10-24		3/2024	696.86
								Total	28,610.45
09/20/2023	2157	810	CHESAPEAKE SUPPLY & EQU	38668	ROAD/HWY MAT NONASPHALTIC	001-3040-530.30-52		3/2024	1,650.00
								Total	1,650.00
09/20/2023	2158	943	COMMUNITY ANIMAL HOSPIT	258554	SVCS/POLICE K9 MURPH	001-2020-520.30-49		2/2024	92.00
				259031		001-2020-520.30-49		3/2024	190.25
				259032		001-2020-520.30-49		3/2024	154.60
								Total	436.85
09/20/2023	2159	2463	FIDELITY POWER SYSTEMS	FPSMC0053225	ANNUAL SVC GENERATOR	001-1400-514.30-46		3/2024	730.00
				FPSMC0053225	ANNUAL SVC GENERATOR	001-3010-530.30-46		3/2024	730.00
								Total	1,460.00
09/20/2023	2161	2930	GOOD LIFE LAWN CARE/LAN	5866	GRASS MOWING SVCS	001-3045-530.30-34		3/2024	11,040.00
								Total	11,040.00
09/20/2023	2162	2675	GROFF TRACTOR MID ATLAN	RSA059888-1		001-3040-530.30-52		3/2024	1,745.00
				RSA059888-2		001-3040-530.30-52		3/2024	1,745.00
				RSA059888-4		001-3040-530.30-52		3/2024	1,725.00-
								Total	1,765.00
09/20/2023	2163	237	HOME PARAMOUNT PEST CON	33511	TERMITE INSP/WELCOME CTR	001-6000-560.30-46	ED2401	2/2024	91.00
								Total	91.00
09/20/2023	2164	269	LASER LETTERS INC	69400	ENVELOPES - POLICE	001-2010-520.30-51		3/2024	192.73
								Total	192.73
09/20/2023	2165	2142	LIVING ECOSYSTEMS	0831238	305 SOUTH ST/36 S LOCUST	001-2220-522.30-34		3/2024	70.00
								Total	70.00
09/20/2023	2166	1489	MARYLAND INDUSTRIAL TRU	P12027	SERV ASSY KIT	001-3025-530.30-56		2/2024	1,016.30
								Total	1,016.30

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09/20/2023	2167	826	MR ROOTER	MID-SHORE	166990	001-1400-514.30-46		2/2024	225.00
					53196	001-3040-530.30-34		3/2024	2,925.00
								Total	3,150.00
09/20/2023	2168	2478	MUNICIPAL	EMERGENCY SER	IN1925266	CLOTHING & APPAREL	001-2020-520.30-37	3/2024	183.45
					IN1926060	SHIPPING AND HANDLING	001-2020-520.30-37	3/2024	5,897.30
					IN1926729	CLOTHING & APPAREL	001-2020-520.30-37	3/2024	1,802.57
								Total	7,883.32
09/20/2023	2169	2560	PPC	LUBRICANTS INC	2168435	FUEL,OIL,GREASE, & LUBES	001-3025-530.30-56	3/2024	483.45
					2168435	FUEL,OIL,GREASE, & LUBES	001-3040-530.30-56	3/2024	483.45
					2168436	FUEL,OIL,GREASE, & LUBES	001-3025-530.30-55	3/2024	187.97
					2170418	FUEL,OIL,GREASE, & LUBES	001-3025-530.30-56	3/2024	5,873.56
								Total	7,028.43
09/20/2023	2170	3166	REDYREF		47708	AUG FEES/LOTS 1 & 5	001-1070-510.30-54	3/2024	25.91
								Total	25.91
09/20/2023	2171	1029	SHORE	JANITORIAL SERVIC	0402	SVCS/POLICE DEPT	001-2010-520.30-46	3/2024	3,200.00
								Total	3,200.00
09/20/2023	2172	461	SPURRY'S	TIRE SERVICE I	82515	POLICE VEH TIRE SVCS	001-2020-520.30-56	3/2024	909.20
					82547	POLICE VEH TIRE SVCS	001-2020-520.30-56	3/2024	248.80
					82581	POLICE VEH TIRE SVCS	001-2020-520.30-56	3/2024	85.00
					83762	POLICE VEH TIRE SVCS	001-2040-520.30-56	3/2024	268.30
								Total	1,511.30
09/20/2023	2173	1390	SUPERION	LLC	390941	MAINTENANCE	001-1070-510.30-46	3/2024	112.35
					391156	MAINTENANCE	001-1010-510.30-46	3/2024	460.85
					391156	MAINTENANCE	001-1050-510.30-46	3/2024	460.85
					391156	MAINTENANCE	001-1060-510.30-46	3/2024	460.85
					391156	MAINTENANCE	001-1065-510.30-46	3/2024	230.42
					391156	MAINTENANCE	001-1070-510.30-46	3/2024	230.42
					391156	MAINTENANCE	001-1075-510.30-46	3/2024	282.42
					391156	MAINTENANCE	001-1200-512.30-46	3/2024	2,259.28
					391156	MAINTENANCE	001-1310-513.30-46	3/2024	1,098.65
					391156	MAINTENANCE	001-1400-514.30-46	3/2024	1,790.91
					391156	MAINTENANCE	001-2010-520.30-46	3/2024	3,476.17
					391156	MAINTENANCE	001-2110-521.30-46	3/2024	101.56
					391156	MAINTENANCE	001-2210-522.30-46	3/2024	1,212.99
					391156	MAINTENANCE	001-2220-522.30-46	3/2024	142.84
					391156	MAINTENANCE	001-2310-523.30-46	3/2024	101.57
					391156	MAINTENANCE	001-3010-530.30-46	3/2024	265.16
					391156	MAINTENANCE	001-4010-540.30-46	3/2024	101.57
								Total	12,788.86
09/20/2023	2174	2067	UTILITY	EASTERN SHORE T	2292883	AUTO BODIES & ACCESSORIES	001-3040-530.30-56	3/2024	31.40
					2293060	AUTO & TRUCK ACCESSORIES	001-3040-530.30-56	3/2024	89.80
								Total	121.20
09/27/2023	2176	2923	ACME	AUTO LEASING LLC	23080090	POLICE VEHICLE LEASES	001-2020-520.30-44	3/2024	1,250.00
					23080122	POLICE VEHICLE LEASES	001-2020-520.30-44	3/2024	625.00
								Total	1,875.00

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09/27/2023	2177	2689	AMAZON CAPITAL SERVICES	1XTQ-CDHD-FGKR	SHIPPING AND HANDLING	001-3010-530.30-52		3/2024	19.91
				1XTQ-CDHD-FGKR	MISCELLANEOUS PRODUCTS	001-3010-530.30-56		3/2024	11.99
				16G6-TGYC-FXGJ	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		3/2024	13.68
				19YN-HW76-Q7XL	MISCELLANEOUS PRODUCTS	001-4010-540.30-35		3/2024	65.72
				19YN-HW76-Q7XL	MISCELLANEOUS PRODUCTS	001-4010-540.30-52		3/2024	12.55
								Total	123.85
09/27/2023	2178	98	APG MEDIA OF CHESAPEAKE	3031144	ORDINANCE # 799	001-1050-510.30-48		3/2024	131.25
				3033058		001-1310-513.30-48		3/2024	113.75
								Total	245.00
09/27/2023	2179	3239	AUVIK NETWORKS INC	INV00151048	NETWORK MONITOR SOFTWARE	001-1010-510.30-46		3/2024	10.00
				INV00151048	NETWORK MONITOR SOFTWARE	001-1050-510.30-46		3/2024	10.00
				INV00151048	NETWORK MONITOR SOFTWARE	001-1060-510.30-46		3/2024	10.00
				INV00151048	NETWORK MONITOR SOFTWARE	001-1065-510.30-46		3/2024	5.00
				INV00151048	NETWORK MONITOR SOFTWARE	001-1070-510.30-46		3/2024	5.00
				INV00151048	NETWORK MONITOR SOFTWARE	001-1075-510.30-46		3/2024	6.13
				INV00151048	NETWORK MONITOR SOFTWARE	001-1200-512.30-46		3/2024	49.01
				INV00151048	NETWORK MONITOR SOFTWARE	001-1310-513.30-46		3/2024	23.83
				INV00151048	NETWORK MONITOR SOFTWARE	001-1400-514.30-46		3/2024	38.85
				INV00151048	NETWORK MONITOR SOFTWARE	001-2010-520.30-46		3/2024	75.41
				INV00151048	NETWORK MONITOR SOFTWARE	001-2110-521.30-46		3/2024	2.20
				INV00151048	NETWORK MONITOR SOFTWARE	001-2210-522.30-46		3/2024	26.31
				INV00151048	NETWORK MONITOR SOFTWARE	001-2220-522.30-46		3/2024	3.11
				INV00151048	NETWORK MONITOR SOFTWARE	001-2310-523.30-46		3/2024	2.20
				INV00151048	NETWORK MONITOR SOFTWARE	001-3010-530.30-46		3/2024	5.75
				INV00151048	NETWORK MONITOR SOFTWARE	001-4010-540.30-46		3/2024	2.20
								Total	275.00
09/27/2023	2180	2921	CANON FINANCIAL SERVICE	31171784		001-2010-520.30-46		3/2024	43.95
								Total	43.95
09/27/2023	2181	2463	FIDELITY POWER SYSTEMS	FPS0090418	POLICE DEPT MAINT.	001-2010-520.30-46		3/2024	3,590.80
								Total	3,590.80
09/27/2023	2182	2228	FIRST STATE INSPECTION	276895	MONTHLY INSPECTION SVCS	001-2210-522.30-34		3/2024	3,500.00
								Total	3,500.00
09/27/2023	2183	237	HOME PARAMOUNT PEST CON	6422594		001-1400-514.30-46		3/2024	33.00
				6422598		001-6000-560.30-46	ED2401	3/2024	36.00
								Total	69.00
09/27/2023	2184	262	KEY ONE INC	119550		001-2020-520.30-56		3/2024	266.80
								Total	266.80
09/27/2023	2185	2248	MARSHALL PROPERTY MANAG	31929	8/15/23 GRASS MOWING SVCS	001-4010-540.30-34		3/2024	1,831.00
				32015	8/22/23 GRASS MOWING SVCS	001-3045-530.30-34		3/2024	1,756.00
				32015	8/22/23 GRASS MOWING SVCS	001-4010-540.30-34		3/2024	440.00
								Total	4,027.00
09/27/2023	2187	389	PIERSON COMFORT GROUP L	QB127222	SERVICES	001-4010-540.30-44		3/2024	210.00
				QB127223	SERVICES	001-4010-540.30-44		3/2024	157.00
								Total	367.00

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09/27/2023	2188	506	UNEMPLOYMENT TAX SERVI	14369	10/1-12/31/23 SERVICES	001-1065-510.30-49		3/2024 Total	160.00 160.00
09/27/2023	2189	530	WOR-WIC COMMUNITY COLLE	13178	ENTRY LEVEL TRAINING	001-2020-520.30-33		3/2024 Total	8,448.00 8,448.00
09/06/2023	82935	2902	ANDREWS LAND SURVEYING	3760	SVC/REVIEW LINE REVISION	001-2310-523.30-31		2/2024 Total	250.00 250.00
09/06/2023	82937	3233	BAY BEACH VETERINARY ER	558559	SVCS/JOSEPH SCHINAULT	001-2020-520.30-49		2/2024 Total	2,866.68 2,866.68
09/06/2023	82938	1002	BRAMBLE BODY SHOP INC	458BB	REPAIR POLICE VEHICLE	001-2020-520.30-56		2/2024 Total	100.00 100.00
09/06/2023	82939	3181	CANNON, DEBRA	090523	9/12/23 ELECTION JUDGE	001-1150-511.30-49		3/2024 Total	300.00 300.00
09/06/2023	82940	3228	CAPITAL ELECTRIC	S052832185.001	SVC CHG	001-2310-523.30-49		2/2024 Total	136.00 136.00
09/06/2023	82941	1522	CHANEY ENTERPRISES	123080503	CONCRETE	001-3040-530.30-52		2/2024 Total	10,873.20 10,873.20
09/06/2023	82942	2697	CLEM, SIERRA	082623	1ST 1/2 FALL COLLEGE TUIT	001-2310-523.30-33		2/2024 Total	687.50 687.50
09/06/2023	82943	3231	DANZ LETTERING	8138	LETTERING FIRE ENGINE 63	001-6000-560.80-82	ARP205	2/2024 Total	7,575.00 7,575.00
09/06/2023	82944	2975	DELAWARE ELEVATOR SERVI	388969	MONTHLY MAINT SVC	001-1400-514.30-46		2/2024 Total	130.00 130.00
09/06/2023	82945	2970	DYNAMIC DIESEL LLC	2356	EQUIP. MAINT. AUTO, TRUCK	001-3025-530.30-46		2/2024 Total	1,105.00 1,105.00
09/06/2023	82946	170	EASTON UTILITIES	081623		001-2010-520.30-43		2/2024	64.76
				081623		001-2310-523.30-43		2/2024	272.25
				081623		001-3010-530.30-43		2/2024	1,636.00
				081623		001-4010-540.30-43		2/2024	309.01
				081623		001-6000-560.30-43	ED2401	2/2024 Total	669.98 2,952.00
09/06/2023	82947	3225	HARTFORD, THE	625267407943	SEPT 2023 AD&D INSURANCE	001-1010-510.10-23		2/2024	73.50
				625267407943	SEPT 2023 AD&D INSURANCE	001-1050-510.10-23		2/2024	76.18
				625267407943	SEPT 2023 AD&D INSURANCE	001-1060-510.10-23		2/2024	10.50
				625267407943	SEPT 2023 AD&D INSURANCE	001-1065-510.10-23		2/2024	106.80
				625267407943	SEPT 2023 AD&D INSURANCE	001-1070-510.10-23		2/2024	161.14
				625267407943	SEPT 2023 AD&D INSURANCE	001-1075-510.10-23		2/2024	59.40
				625267407943	SEPT 2023 AD&D INSURANCE	001-1200-512.10-23		2/2024	382.47
				625267407943	SEPT 2023 AD&D INSURANCE	001-1310-513.10-23		2/2024	177.85
				625267407943	SEPT 2023 AD&D INSURANCE	001-1400-514.10-23		2/2024	126.03
				625267407943	SEPT 2023 AD&D INSURANCE	001-2010-520.10-23		2/2024	359.74

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09/06/2023	82947	3225	HARTFORD, THE	625267407943	SEPT 2023 AD&D INSURANCE	001-2020-520.10-23		2/2024	692.87
				625267407943	SEPT 2023 AD&D INSURANCE	001-2040-520.10-23		2/2024	239.56
				625267407943	SEPT 2023 AD&D INSURANCE	001-2210-522.10-23		2/2024	234.94
				625267407943	SEPT 2023 AD&D INSURANCE	001-2310-523.10-23		2/2024	262.67
				625267407943	SEPT 2023 AD&D INSURANCE	001-3010-530.10-23		2/2024	91.48
				625267407943	SEPT 2023 AD&D INSURANCE	001-3015-530.10-23		2/2024	69.31
				625267407943	SEPT 2023 AD&D INSURANCE	001-3025-530.10-23		2/2024	226.23
				625267407943	SEPT 2023 AD&D INSURANCE	001-3040-530.10-23		2/2024	281.85
				625267407943	SEPT 2023 AD&D INSURANCE	001-3045-530.10-23		2/2024	385.99
				625267407943	SEPT 2023 AD&D INSURANCE	001-4010-540.10-23		2/2024	81.76
				625267407943	SEPT 2023 AD&D INSURANCE	001-7020-570.10-23		2/2024	21.15
				625267407943	SEPT 2023 AD&D INSURANCE	001-7030-570.10-23		2/2024	406.21
								Total	4,527.63
09/06/2023	82948	1786	LOCAL GOVT INSURANCE TR	123070	AUTO	001-7030-570.30-45		2/2024	667.00
								Total	667.00
09/06/2023	82949	2781	MARYLAND TRANSPORTATION	B1531130131345	TOLL	001-1310-513.30-49		2/2024	6.00
								Total	6.00
09/06/2023	82950	2533	MCI	081123		001-2010-520.30-41		2/2024	68.88
				081923		001-2010-520.30-41		2/2024	70.94
								Total	139.82
09/06/2023	82951	2706	MIRACLE RECREATION EQUI	862035	HANDRAIL	001-4010-540.30-46		2/2024	502.00
								Total	502.00
09/06/2023	82953	2351	OPTUM BANK	090123		001-0000-217.21-00		2/2024	893.64
								Total	893.64
09/06/2023	82955	2497	POTOMAC VALLEY BRICK &	3876755	MASON'S SAND	001-3040-530.30-52		3/2024	220.50
								Total	220.50
09/06/2023	82956	2901	QUADIENT FINANCE USA IN	082123	POSTAGE	001-1400-514.30-41		2/2024	1,000.00
								Total	1,000.00
09/06/2023	82957	3005	RELIABLE CONCRETE SERVI	1438	CONCRETE CONSTR SVCS	001-3040-530.30-34		2/2024	4,675.00
				1439	CONCRETE CONSTR SVCS	001-3040-530.30-34		2/2024	4,515.00
				1442	CONCRETE CONSTR SVCS	001-3040-530.30-34		2/2024	4,366.00
				1443	CONCRETE CONSTR SVCS	001-3040-530.30-34		2/2024	3,576.00
								Total	17,132.00
09/06/2023	82958	2799	RUSSELL SR, RUDOLPH V	090523	9/12/23 ELECTION JUDGE	001-1150-511.30-49		3/2024	300.00
								Total	300.00
09/06/2023	82959	1289	SALISBURY INC	0445525-IN	ENGRAVING TROPHIES	001-1060-510.30-48		3/2024	120.00
								Total	120.00
09/06/2023	82960	1726	SHERWOOD, CHAQUINTA	090523	9/12/23 ELECTION JUDGE	001-1150-511.30-49		3/2024	300.00
								Total	300.00
09/06/2023	82961	9999999	SHORE ORTHOPEDICS INC	SHORE ORTHOPED	REFUND/CASH DEP AGREEMT	001-0000-219.10-95	SECDEP	3/2024	64,985.94
								Total	64,985.94

Prepared: 09/28/2023, 13:40:20									
Program: GM179L									
Bank: 00 SHORE UNITED BANK									
TOWN OF EASTON									
CHECK REGISTER BY FUND									
CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/06/2023	82962	2474	SMOTHERS, CYNTHIA C	090523	9/12/23 ELECTION JUDGE	001-1150-511.30-49		3/2024	300.00
								Total	300.00
09/06/2023	82963	2717	TACOPS	071423	TRAINING/EASTON POLICE	001-2040-520.30-33		2/2024	3,599.91
								Total	3,599.91
09/06/2023	82964	2251	VERIZON	081323		001-2010-520.30-41		2/2024	1,027.49
								Total	1,027.49
09/06/2023	82965	2423	VERIZON BUSINESS	61430923		001-2010-520.30-41		2/2024	82.85
								Total	82.85
09/06/2023	82966	714	VERIZON WIRELESS	9942262219		001-1070-510.30-41		2/2024	94.95
				9942432415		001-1010-510.30-41		2/2024	169.12
				9942432415		001-1050-510.30-41		2/2024	32.23
				9942432415		001-1060-510.30-41		2/2024	32.23
				9942432415		001-1065-510.30-41		2/2024	42.28
				9942432415		001-1070-510.30-41		2/2024	266.41
				9942432415		001-1075-510.30-41		2/2024	89.56
				9942432415		001-1310-513.30-41		2/2024	42.28
				9942432415		001-1400-514.30-41		2/2024	64.46
				9942432415		001-2210-522.30-41		2/2024	84.51
				9942432415		001-2310-523.30-41		2/2024	214.03
				9942432415		001-3010-530.30-41		2/2024	689.70
				9942432415		001-4010-540.30-41		2/2024	319.04
								Total	2,140.80
09/06/2023	82967	1810	VULCAN CONSTRUCTION MAT	42398679	STONE	001-3040-530.30-52		2/2024	431.98
								Total	431.98
09/06/2023	82968	515	WALMART	00705		001-1010-510.30-52		2/2024	19.04
								Total	19.04
09/06/2023	82969	1220	XEROX CORPORATION	019497971	COPIER MAINT	001-2010-520.30-46		2/2024	15.55
								Total	15.55
09/13/2023	82971	1002	BRAMBLE BODY SHOP INC	481BB	POLICE VEH/2009 CHEV HHR	001-2040-520.30-56		3/2024	2,295.70
								Total	2,295.70
09/13/2023	82972	2756	CADELL & ASSOCIATES LLC	23111	APPRAISAL SVCS	001-6000-560.30-31		2/2024	700.00
								Total	700.00
09/13/2023	82973	6	CARTER MACHINERY COMPAN	4662787	ROAD/HWY EQUIP EARTH,GRD	001-3040-530.30-56		2/2024	205.79
				4697926	ROAD/HWY EQUIP EARTH,GRD	001-3040-530.30-56		2/2024	129.16
								Total	334.95
09/13/2023	82974	146	E D SUPPLY CO INC	6675-1272716		001-3040-530.30-52		2/2024	25.10
				6675-1279172		001-1400-514.30-50		2/2024	17.84
				6675-1280708		001-4010-540.30-50		3/2024	55.27
								Total	98.21
09/13/2023	82975	170	EASTON UTILITIES	082323		001-1010-510.30-41		3/2024	70.72
				082323		001-1050-510.30-41		3/2024	94.29

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/13/2023	82975	170	EASTON UTILITIES	082323		001-1060-510.30-41		3/2024	117.86
				082323		001-1065-510.30-41		3/2024	141.43
				082323		001-1070-510.30-41		3/2024	117.86
				082323		001-1075-510.30-41		3/2024	117.86
				082323		001-1200-512.30-41		3/2024	282.86
				082323		001-1310-513.30-41		3/2024	188.57
				082323		001-1400-514.30-43	19-90	3/2024	2,351.34
				082323		001-2010-520.30-41		3/2024	2,015.35
				082323		001-2010-520.30-43		3/2024	7,215.45
				082323		001-2110-521.30-43		3/2024	2,707.02
				082323		001-2210-522.30-41		3/2024	282.86
				082323		001-2220-522.30-41		3/2024	141.43
				082323		001-2310-523.30-41		3/2024	282.86
				082323		001-3010-530.30-41		3/2024	282.86
				082323		001-3010-530.30-43		3/2024	1,844.87
				082323		001-3040-530.30-43		3/2024	10,430.03
				082323		001-4010-540.30-41		3/2024	70.72
				082323		001-4010-540.30-43		3/2024	401.25
				082323	VEHICLE CHARGING STATION	001-6000-560.30-43		3/2024	1,234.46
				082823		001-1400-514.30-43		2/2024	152.96
								Total	30,544.91
09/13/2023	82976	2848	ENTERPRISE FM TRUST	FBN4830327	PUB WKS LEASED VEHICLES	001-3010-530.30-44		3/2024	13,549.64
								Total	13,549.64
09/13/2023	82977	2641	GANDER'S CAR WASH	222	POLICE VEHICLE SVCS	001-2010-520.30-46		2/2024	20.00
				222	POLICE VEHICLE SVCS	001-2020-520.30-46		2/2024	190.00
				222	POLICE VEHICLE SVCS	001-2040-520.30-46		2/2024	10.00
								Total	220.00
09/13/2023	82978	3173	GRANT COUNTY MULCH	36934	MULCH	001-3040-530.30-52		2/2024	180.00
				36935	MULCH	001-3040-530.30-52		2/2024	180.00
								Total	360.00
09/13/2023	82979	3007	JIMENEZ TOWING LLC	1479	SVCS/EASTON POLICE	001-2020-520.30-56		2/2024	150.00
								Total	150.00
09/13/2023	82980	1786	LOCAL GOVT INSURANCE TR	123061	PROPERTY,AUTO	001-7030-570.30-45		3/2024	99,814.00
								Total	99,814.00
09/13/2023	82985	278	LOWE'S	01089	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		2/2024	48.42
				01161		001-1400-514.30-35		2/2024	23.74
				01232		001-1400-514.30-52		2/2024	11.36
				01232		001-2010-520.30-50		2/2024	69.34
				01263		001-2110-521.30-50		2/2024	14.22
				01364	PAINTS,COATINGS,WALLPAPER	001-3040-530.30-56		2/2024	39.78
				01494	HARDWARE,AND ALLIED ITEMS	001-3045-530.30-52		2/2024	121.53
				01512	LUMBER& RELATED PRODUCTS	001-3040-530.30-56		2/2024	129.00
				01521		001-6000-560.30-50	ED2401	2/2024	15.66
				01532	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		3/2024	102.27
				01549		001-2110-521.30-50		2/2024	130.50
				01579	HAND TOOLS ,POW&NON POWER	001-3040-530.30-52		1/2024	122.55
				01605	LUMBER& RELATED PRODUCTS	001-3040-530.30-52		3/2024	30.68

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/13/2023	82985	278	LOWE'S	01683	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		2/2024	26.46
				01688		001-1400-514.30-50		2/2024	21.82
				01698		001-2010-520.30-52		2/2024	17.58
				01733		001-1400-514.30-50		2/2024	84.52
				01734		001-1400-514.30-50		2/2024	19.05
				01858	POISONS:AGRICUL & INDUSTR	001-3045-530.30-52		2/2024	15.91
				01928	PIPE FITTINGS	001-3040-530.30-52		2/2024	8.39
				02851	FENCING	001-3040-530.30-52		3/2024	48.57
				02882	POISONS:AGRICUL & INDUSTR	001-3040-530.30-56		1/2024	9.50
				02982		001-1400-514.30-52		2/2024	15.66
				37032	LUMBER& RELATED PRODUCTS	001-3045-530.30-52		3/2024	207.65
				37044		001-1400-514.30-52		2/2024	21.06
				37584		001-4010-540.30-50		2/2024	51.23
				37770		001-3040-530.30-52		3/2024	198.95
				37814		001-4010-540.30-52		2/2024	7.38
				37935	HARDWARE,AND ALLIED ITEMS	001-3045-530.30-52		3/2024	338.62
				37958		001-4010-540.30-52		2/2024	7.38
				37979	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-52		2/2024	49.75
				60667	LAWN MAINTENANCE EQUIP	001-3040-530.30-52		2/2024	47.46
				60880		001-4010-540.30-50		2/2024	14.24
				61809	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		2/2024	341.21
				70047	HAND TOOLS ,POW&NON POWER	001-3045-530.30-52		2/2024	60.06
				70864		001-2010-520.30-50		2/2024	52.05
				71474	LAWN MAINTENANCE EQUIP	001-3040-530.30-52		2/2024	180.42
				72962	AUTO & TRUCK MAINT. ITEMS	001-3045-530.30-52		2/2024	8.82
				74624		001-4010-540.30-50		2/2024	50.29
				75274	HARDWARE,AND ALLIED ITEMS	001-3010-530.30-56		2/2024	27.52
				80015	HARDWARE,AND ALLIED ITEMS	001-3045-530.30-56		2/2024	117.78
				80767		001-3040-530.30-52		3/2024	113.88
				85295		001-1400-514.30-52		2/2024	6.82
				88030	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		2/2024	20.86
				92129		001-1400-514.30-35		2/2024	81.66
				92243	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		2/2024	63.62
				92796		001-3040-530.30-52		2/2024	36.56
				94286		001-3010-530.30-52		3/2024	23.73
				94308		001-2110-521.30-50		2/2024	37.96
				94308		001-4010-540.30-50		2/2024	21.83
				94969	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		3/2024	36.13
				96999		001-3040-530.30-52		3/2024	48.10
				97528	HAND TOOLS ,POW&NON POWER	001-3040-530.30-52		2/2024	184.28
				97587		001-4010-540.30-46		2/2024	22.74
								Total	3,408.83
09/13/2023	82986	9999999	MARWIN LEWIS	MARWIN LEWIS	REIMB/STEEL TOE BOOTS	001-3025-530.30-37		3/2024	90.09
								Total	90.09
09/13/2023	82987	9999999	MICHAEL WHITBY	MICHAEL WHITBY	REIMB/STEEL TOE BOOTS	001-3025-530.30-37		3/2024	100.00
								Total	100.00
09/13/2023	82988	2351	OPTUM BANK	090823		001-0000-217.21-00		3/2024	893.64
								Total	893.64
09/13/2023	82989	825	R C HOLLOWAY CO	501645		001-3040-530.30-56		2/2024	118.08

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/13/2023	82989	825	R C HOLLOWAY CO	501895 502158 502170	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56 001-3025-530.30-56 001-3025-530.30-56		2/2024 2/2024 2/2024 Total	387.24 114.32- 44.00- 347.00
09/13/2023	82990	1570	REPUBLIC SERVICES #426	426001031105 426001031105A 426001037472 426001037472A	JUNE RECYCLING SVCS JUNE RECYCLING SVCS JULY RECYCLING SVCS JULY RECYCLING SVCS	001-3025-530.30-34 001-3025-530.30-34 001-3025-530.30-34 001-3025-530.30-34		3/2024 3/2024 3/2024 3/2024 Total	35,265.23 5,503.31 43,501.39 5,702.72 89,972.65
09/13/2023	82991	3190	S&B LANDSCAPING LLC	INV0058 INV0059 INV0827 INV0862 INV0884 INV0890 INV230901	MOW 118 N HAMMOND ST MOW 319-321 DOVER ST MOW 29859 STANDISH ST MOW 8252 LINCOLN CT MOW 9026 CLOVE CT MOW 29465 NANCY ST MOW 8382 COLONY CIRCLE	001-2220-522.30-34 001-2220-522.30-34 001-2220-522.30-34 001-2220-522.30-34 001-2220-522.30-34 001-2220-522.30-34 001-2220-522.30-34		2/2024 2/2024 2/2024 2/2024 2/2024 2/2024 2/2024 Total	120.00 25.00 30.00 55.00 30.00 120.00 55.00 435.00
09/13/2023	82992	448	SHERWIN-WILLIAMS CO, TH	1585-3 2425-1 2538-1 2569-6 2891-4 8291-3		001-4010-540.30-50 001-2110-521.30-50 001-2110-521.30-50 001-2110-521.30-50 001-2110-521.30-50 001-2110-521.30-50		2/2024 2/2024 2/2024 2/2024 2/2024 3/2024 Total	28.49 366.13 25.56 13.98 67.55 51.52 553.23
09/13/2023	82993	2513	SITEONE LANDSCAPE SUPPL	133061647-001 133078191-001 133203172-001 133221432-001 133532930-001 133549237-001 133626109-001 133711613-001	HARDWARE, AND ALLIED ITEMS SEED, SOD, SOIL&INOCULANT SEED, SOD, SOIL&INOCULANT SEED, SOD, SOIL&INOCULANT HARDWARE, AND ALLIED ITEMS HARDWARE, AND ALLIED ITEMS SEED, SOD, SOIL&INOCULANT SEED, SOD, SOIL&INOCULANT	001-4010-540.30-52 001-3040-530.30-52 001-3040-530.30-52 001-3040-530.30-52 001-3040-530.30-52 001-3040-530.30-52 001-3040-530.30-52 001-3040-530.30-52		2/2024 2/2024 2/2024 2/2024 2/2024 2/2024 2/2024 2/2024 Total	1,078.53 7.74 170.50 99.00 8.13 15.42 99.00 143.00 1,621.32
09/13/2023	82994	2263	TRACTOR SUPPLY CREDIT P	421355 836697	AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56 001-3040-530.30-56		3/2024 3/2024 Total	153.95 25.98 179.93
09/13/2023	82995	726	TRANS UNION LLC	8305668		001-2010-520.30-31		3/2024 Total	105.00 105.00
09/13/2023	82996	2251	VERIZON	081523 081523A		001-2010-520.30-41 001-2010-520.30-41		3/2024 3/2024 Total	47.70 100.82 148.52
09/13/2023	82997	714	VERIZON WIRELESS	9942709637		001-2010-520.30-41		3/2024 Total	3,579.74 3,579.74
09/20/2023	82998	3113	ARMIGER'S AUTO CENTER	10605	FASTENERS, FASTENING DEVS	001-3040-530.30-56		2/2024	360.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/20/2023	82998	3113	ARMIGER'S AUTO CENTER	4912	LAWN MAINTENANCE EQUIP	001-3040-530.30-46		3/2024 Total	246.00 606.00
09/20/2023	82999	1609	ATLANTIC TRACTOR	P67423 P67935	LAWN MAINTENANCE EQUIP	001-3040-530.30-56 001-3040-530.30-56		3/2024 3/2024 Total	89.07 89.07 178.14
09/20/2023	83000	1972	AUTOZONE INC	1835860155	AUTO & TRUCK ACCESSORIES	001-3010-530.30-56		2/2024 Total	80.98 80.98
09/20/2023	83001	1926	AVON PAINT & WALLPAPER	A0082034	PAINT - LIGHT POLES	001-3040-530.30-52		3/2024 Total	752.49 752.49
09/20/2023	83002	1522	CHANEY ENTERPRISES	123081733	CONCRETE	001-3040-530.30-52		3/2024 Total	2,911.98 2,911.98
09/20/2023	83003	1059	CHOPTANK ELECTRIC COOPE	090523	ST LIGHTS/EASTON CLUB E	001-3040-530.30-43		3/2024 Total	818.00 818.00
09/20/2023	83004	2735	CHOPTANK SUPPLY INC	520409	HAND TOOLS ,POW&NON POWER	001-3040-530.30-52		2/2024 Total	79.48 79.48
09/20/2023	83005	1603	CINTAS FIRST AID & SAFE	5172753262 5172753262	1ST AID SUPPLIES 1ST AID SUPPLIES	001-3025-530.30-52 001-3040-530.30-52		3/2024 3/2024 Total	59.42 59.42 118.84
09/20/2023	83006	1603	CINTAS FIRST AID & SAFE	5172547409		001-2010-520.30-52		3/2024 Total	91.56 91.56
09/20/2023	83007	9999999	CLARENCE DYOTT JR	CLARENCE DYOTT	REFUND/BOND #23-18235	001-0000-219.10-95	DEM0BP	3/2024 Total	2,500.00 2,500.00
09/20/2023	83008	3234	COOK, MEGAN JM	091223	REIMB/ELECTION SUPPLIES	001-1150-511.30-49		3/2024 Total	47.77 47.77
09/20/2023	83009	9999999	CORELOGIC	000110974	TAX REFUNDS	001-0000-201.00-00		3/2024 Total	268.06 268.06
09/20/2023	83010	9999999	CORELOGIC	000110974	TAX REFUNDS	001-0000-201.00-00		3/2024 Total	545.52 545.52
09/20/2023	83011	2550	DAVEY TREE EXPERT COMPA	917952160	TREE SVCS	001-3045-530.30-34		3/2024 Total	336.00 336.00
09/20/2023	83012	1224	DEAN'S JANITORIAL SERVI	22659 22706 22724 22724	MONTHLY SVCS/PARKS MONTHLY SVCS MONTHLY SVCS MONTHLY SVCS	001-4010-540.30-34 001-3010-530.30-34 001-1400-514.30-34 001-6000-560.30-34	ED2401	3/2024 3/2024 3/2024 3/2024 Total	2,645.38 480.00 1,090.00 260.00 4,475.38
09/20/2023	83013	2853	DIEM, THOMAS M	091823	REIMB/9/19/23 SEMINAR	001-2210-522.30-33		3/2024 Total	150.00 150.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/20/2023	83016	2680	EASTERN SHORE AUTO PART	504814		001-4010-540.30-56		2/2024	136.14
				504853		001-2020-520.30-56		2/2024	73.94
				504876		001-4010-540.30-56		2/2024	29.41-
				505000		001-4010-540.30-56		2/2024	18.00-
				505079	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		2/2024	185.03
				505092	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		2/2024	26.00
				505151		001-3040-530.30-56		2/2024	23.50
				505205	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		2/2024	69.39
				505446	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		2/2024	28.75
				505565	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-52		2/2024	6.66
				505597		001-3040-530.30-56		2/2024	53.76
				505676	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		3/2024	46.00
				506179	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		2/2024	18.32
				506196		001-3040-530.30-56		2/2024	77.26-
				506235	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		2/2024	52.83
				506326	FUEL,OIL,GREASE, & LUBES	001-3025-530.30-56		2/2024	104.89
				506467	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		2/2024	5.33
				506774	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		2/2024	10.43
				506790	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		2/2024	23.88
				506833	FUEL,OIL,GREASE, & LUBES	001-3040-530.30-56		2/2024	58.62
				506865	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		2/2024	49.88
				506867		001-3025-530.30-56		3/2024	74.82
				506904	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	30.45
				506925	FUEL,OIL,GREASE, & LUBES	001-3025-530.30-56		2/2024	267.84
				506937		001-3025-530.30-56		3/2024	74.82-
				506977	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	7.02
				507031	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	14.04
				507064	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	30.45
				507205	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	5.31
				507265	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	18.51
				507312	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		3/2024	20.64
				507426	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	162.72
				507448	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		3/2024	42.41
				507481	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		3/2024	110.48
				507528	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-56		3/2024	41.46
								Total	1,600.01
09/20/2023	83018	162	EASTON HARDWARE INC	211006	HAND TOOLS ,POW&NON POWER	001-3040-530.30-52		3/2024	29.70
				211015	BULB	001-2010-520.30-52		3/2024	8.10
				211032	GASES CONT.EQUIP:LAB,WELD	001-3040-530.30-52		3/2024	74.25
				211118		001-2010-520.30-52		3/2024	8.10
				211208	FASTENERS, FASTENING DEVS	001-3040-530.30-52		3/2024	54.90
				211748	POISONS:AGRICUL & INDUSTR	001-3040-530.30-52		3/2024	5.85
				211950	POISONS:AGRICUL & INDUSTR	001-3040-530.30-52		3/2024	75.60
				212108	SIGNS, SIGN MATERIAL	001-3040-530.30-52		3/2024	17.82
				213025		001-1400-514.30-52		3/2024	2.34
				213054		001-3040-530.30-52		3/2024	5.94
				213249		001-1400-514.30-52		3/2024	1.80
				213384	FASTENERS, FASTENING DEVS	001-3040-530.30-52		3/2024	8.46
				213942	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		3/2024	13.50
				214359	POISONS:AGRICUL & INDUSTR	001-3040-530.30-52		3/2024	19.80
				214741		001-3010-530.30-52	22-27	3/2024	5.04
				214745		001-2210-522.30-56		3/2024	63.36

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09/20/2023	83018	162	EASTON HARDWARE INC	215124 215337 215342 215692 215743	HARDWARE,AND ALLIED ITEMS FASTENERS, FASTENING DEVS HAND TOOLS ,POW&NON POWER FIRST AID & SAFETY EQUIP. HAND TOOLS ,POW&NON POWER	001-3040-530.30-52 001-3040-530.30-52 001-3045-530.30-52 001-3040-530.30-52 001-3040-530.30-52		3/2024 3/2024 3/2024 3/2024 3/2024 Total	32.40 25.86 22.99 34.20 20.70 530.71
09/20/2023	83019	1475	ENNIS-FLINT INC	276948	TAPE(NOT DP,SOUND,VIDEO)	001-3040-530.30-52		3/2024 Total	4,999.89 4,999.89
09/20/2023	83020	190	FEDEX	8-245-76675		001-1310-513.30-41		3/2024 Total	39.31 39.31
09/20/2023	83022	9999999	GRACE LUTHERAN CHURCH	GRACE LUTHERAN	REFUND/HDC APPLICATION	001-0000-341.01-00		3/2024 Total	175.00 175.00
09/20/2023	83023	3121	GRIFFITH ENERGY SVCS IN	083123 083123A	DIESEL FUEL/STATION 66 DIESEL FUEL/STATION 60	001-2110-521.30-55 001-2110-521.30-55		3/2024 3/2024 Total	89.21 424.16 513.37
09/20/2023	83024	2062	HAVTECH SERVICE DIVISIO	S-234224	SCHEDULED MAINT	001-2110-521.30-46		3/2024 Total	1,203.50 1,203.50
09/20/2023	83025	2063	HERTRICH FORD OF EASTON	5051454 5051613	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56 001-2110-521.30-56		2/2024 3/2024 Total	25.58 488.89 514.47
09/20/2023	83026	2063	HERTRICH FORD OF EASTON	5051453 6101970 6102142		001-2020-520.30-56 001-2020-520.30-56 001-2020-520.30-56		2/2024 3/2024 3/2024 Total	81.10 4,695.52 1,255.00 6,031.62
09/20/2023	83027	2066	HERTRICH OF EASTON INC	5061963 5062107 5062115 5062358		001-3010-530.30-52 001-3010-530.30-52 001-3010-530.30-52 001-3010-530.30-56		2/2024 2/2024 2/2024 3/2024 Total	555.20 959.20 391.20- 28.18 1,151.38
09/20/2023	83028	258	JONES PEST CONTROL	1146 1147	MONTHLY PEST SVCS MONTHLY PEST SVCS	001-2110-521.30-46 001-2110-521.30-46		3/2024 3/2024 Total	150.00 475.00 625.00
09/20/2023	83029	2990	KELLY BENEFITS	091423 091423 091423 091423	ACCT #282459/OCT '23 INS ACCT #282459/OCT '23 INS ACCT #282459/OCT '23 INS ACCT #282459/OCT '23 INS	001-0000-217.12-00 001-2110-521.10-23 001-7020-570.10-23 001-7030-570.10-23		3/2024 3/2024 3/2024 3/2024 Total	252,920.25 2,496.55 9,370.67 7,563.06 272,350.53
09/20/2023	83030	1168	LEE JR, GORDON F	091523	REIMB. UNIFORM SERVICES	001-2020-520.30-37		3/2024 Total	164.75 164.75
09/20/2023	83031	1786	LOCAL GOVT INSURANCE TR	123126	AUTO SVCS	001-7030-570.30-45		3/2024 Total	567.00 567.00

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09/20/2023	83032	3097	LOWREY, ALAN W	072823 091423	REIMB/LT PAUGHS RETIREMNT HOTEL - MD CHIEFS CONF.	001-2010-520.30-58 001-2010-520.30-39		3/2024 3/2024 Total	1,031.94 525.00 1,556.94
09/20/2023	83033	9999999	MALLARD CONSTRUCTION GR	MALLARD CONSTR	REFUND/PUD AMENDMNT FEE	001-0000-341.01-00		3/2024 Total	3,000.00 3,000.00
09/20/2023	83034	322	MARYLAND ENVIRONMENTAL	335325 615152	8/16-31/23 WASTE SVCS 8/16-31/23 WASTE SVCS	001-3025-530.30-34 001-3025-530.30-34		3/2024 3/2024 Total	36,405.16 319.72 36,724.88
09/20/2023	83035	2468	MD POLICE SUPPLY LLC	27055	REPAIR SVCS/EASTON POLICE	001-2020-520.30-37		3/2024 Total	15.00 15.00
09/20/2023	83036	2849	MID-SHORE FIRE SERVICE	1544 1557	ENGINE 65 REPAIRS ENGINE 68 REPAIRS	001-2110-521.30-56 001-2110-521.30-56		3/2024 3/2024 Total	4,400.00 1,070.00 5,470.00
09/20/2023	83037	371	OLD DOMINION BRUSH	8672042	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		3/2024 Total	427.38 427.38
09/20/2023	83038	2351	OPTUM BANK	091523		001-0000-217.21-00		3/2024 Total	893.64 893.64
09/20/2023	83039	2461	PETERBILT STORE - DELAW	15W168746 15W168746.01 15W168746.02	EQUIP. MAINT. AUTO, TRUCK EQUIP. MAINT. AUTO, TRUCK	001-3025-530.30-46 001-3025-530.30-46 001-3025-530.30-46		2/2024 3/2024 2/2024 Total	1,490.85 1,490.85- 217.75 217.75
09/20/2023	83040	3235	PRESTON LAWN & EQUIPMEN	4378	DUST COVER	001-4010-540.30-56		3/2024 Total	24.20 24.20
09/20/2023	83041	3080	PSA INSURANCE & FINANCI	1678832	SVCS/JULY-SEPT 2023	001-7020-570.10-23		3/2024 Total	8,910.00 8,910.00
09/20/2023	83042	1570	REPUBLIC SERVICES #426	4269426002AUG 4269426002AUGA	AUG 2023 RECYCLING SVCS AUG 2023 RECYCLING SVCS	001-3025-530.30-34 001-3025-530.30-34		3/2024 3/2024 Total	43,501.39 5,159.82 48,661.21
09/20/2023	83043	426	ROBIN'S NEST FLORAL & G	303400	VASE ARRANGEMENT	001-1060-510.30-49		3/2024 Total	67.00 67.00
09/20/2023	83044	426	ROBIN'S NEST FLORAL & G	303446 303766	DISHGARDEN GIFT BASKET	001-2010-520.30-49 001-2010-520.30-49		3/2024 3/2024 Total	57.00 55.00 112.00
09/20/2023	83045	680	SHARP ENERGY INC	083023	PROPANE	001-1400-514.30-46		3/2024 Total	415.67 415.67
09/20/2023	83046	493	SHORE DISTRIBUTORS INC	S100959191.001 S100961888.001 S100961963.001		001-2110-521.30-50 001-4010-540.30-46 001-4010-540.30-46		3/2024 3/2024 3/2024 Total	33.39 16.73 18.15 68.27

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09/20/2023	83047	2998	TALBOT COUNTY	REPURPOSE	23-10902	AUG 2023 SVCS	001-3040-530.30-52	3/2024	660.00
					23-10902	AUG 2023 SVCS	001-3045-530.30-52	3/2024	1,180.00
					23-10902	AUG 2023 SVCS	001-4010-540.30-52	3/2024	140.00
								Total	1,980.00
09/20/2023	83048	1916	TOWN OF EASTON		091923	TRANSFER FOR CREDIT CARD	001-0000-101.73-00	3/2024	50,000.00
								Total	50,000.00
09/20/2023	83049	9999999	TYRONE PERRY		TYRONE PERRY	REFUND/CDL LICENSE	001-3025-530.30-49	3/2024	90.00
								Total	90.00
09/20/2023	83050	2614	UNIFIRST CORPORATION		1430085416	PUBLIC WORKS UNIFORMS	001-3025-530.30-36	3/2024	111.76
					1430085417	PUBLIC WORKS UNIFORMS	001-3025-530.30-36	3/2024	25.76
					1430085417	PUBLIC WORKS UNIFORMS	001-3040-530.30-36	3/2024	34.16
					1430085417	PUBLIC WORKS UNIFORMS	001-3045-530.30-36	3/2024	79.29
					1430085418	PUBLIC WORKS UNIFORMS	001-3010-530.30-36	3/2024	40.41
					1430085418	PUBLIC WORKS UNIFORMS	001-3010-530.30-46	3/2024	11.98
					1430085419	PUBLIC WORKS UNIFORMS	001-3040-530.30-36	3/2024	102.25
					1430085420	PUBLIC WORKS UNIFORMS	001-3010-530.30-36	3/2024	21.70
								Total	427.31
09/20/2023	83051	2251	VERIZON		090123		001-1200-512.30-41	3/2024	196.00
					090123		001-2010-520.30-41	3/2024	64.30
					090123		001-2210-522.30-41	3/2024	71.60
					090123		001-3010-530.30-41	3/2024	64.30
								Total	396.20
09/20/2023	83052	1064	VERMEER ALL ROADS		A00102	ROAD/HWY EQUIP EARTH, GRD	001-3045-530.30-52	2/2024	605.01
								Total	605.01
09/20/2023	83053	1810	VULCAN CONSTRUCTION MAT		42409427	#57 STONE	001-3040-530.30-52	3/2024	392.54
					42409428	#57 STONE	001-3040-530.30-52	3/2024	352.64
					42411176	STONE	001-3040-530.30-52	3/2024	396.48
					42413194	STONE	001-3040-530.30-52	3/2024	348.99
								Total	1,490.65
09/20/2023	83054	1220	XEROX CORPORATION		019571518	COPIER MAINT	001-1310-513.30-46	3/2024	287.93
								Total	287.93
09/20/2023	83055	1220	XEROX CORPORATION		019571519	COPIER MAINT	001-2010-520.30-46	3/2024	178.55
								Total	178.55
09/27/2023	83056	2292	A-1 SANITATION SERVICE		421153		001-2020-520.30-44	3/2024	115.00
								Total	115.00
09/27/2023	83058	1575	B&H PHOTO-VIDEO		216333775	COMPUTERS, DP & WORD PROC.	001-1060-510.30-35	3/2024	427.84
								Total	427.84
09/27/2023	83059	3104	BECKETT, TYQUAN W		092223	REIMB/PARKING - TRAINING	001-2020-520.30-40	3/2024	126.00
								Total	126.00
09/27/2023	83063	1567	CLIFTON LARSON ALLEN LL		3831828	6/30/23 AUDIT SVCS	001-1200-512.30-32	3/2024	5,000.00
								Total	5,000.00

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09/27/2023	83064	1929	CONSUMER PROTECTION DIV	092223	JULY '23 HOME BLDR FUND	001-0000-201.03-00		3/2024 Total	100.00 100.00
09/27/2023	83065	3006	DELMARVA DOCUMENT SOLUT	INV8998	COPIER MAINT	001-2210-522.30-46		3/2024 Total	6.00 6.00
09/27/2023	83066	191	DPSCS- - ITCD	AB3-08-324 AB3-08-324	SERVICES - POLICE SERVICES - POLICE	001-2010-520.30-46 001-2020-520.30-46		3/2024 3/2024 Total	7.00 14.00 21.00
09/27/2023	83067	2970	DYNAMIC DIESEL LLC	2293 2387	REPARIS TO T-38 EQUIP. MAINT. AUTO, TRUCK	001-3040-530.30-46 001-3040-530.30-56		3/2024 3/2024 Total	11,600.00 1,528.00 13,128.00
09/27/2023	83068	170	EASTON UTILITIES	091123 091123 091123 091123		001-1400-514.30-43 001-2110-521.30-43 001-2310-523.30-43 001-4010-540.30-43		3/2024 3/2024 3/2024 3/2024 Total	264.24 1,380.52 86.86 2,065.92 3,797.54
09/27/2023	83069	181	EWING DIETZ FOUNTAIN &	336 336 336 336 336 336 336 336 336 336 336 336	LEGAL SVCS/RETAINER LEGAL SVCS/RETAINER LEGAL SVCS/RETAINER LEGAL SVCS/RETAINER LEGAL SVCS/RETAINER LEGAL SVCS/RETAINER LEGAL SVCS/RETAINER LEGAL SVCS/RETAINER LEGAL SVCS/RETAINER LEGAL SVCS/RETAINER LEGAL SVCS/RETAINER LEGAL SVCS/RETAINER	001-1010-510.30-31 001-1050-510.30-31 001-1060-510.30-31 001-1065-510.30-31 001-1075-510.30-31 001-1200-512.30-31 001-1310-513.30-31 001-1400-514.30-31 001-2220-522.30-31 001-2310-523.30-31 001-4010-540.30-31 001-6000-560.30-31	19-76	3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 Total	3,218.50 225.50 1,045.50 1,373.50 143.50 41.00 5,391.50 82.00 82.00 1,804.00 410.00 902.00 14,719.00
09/27/2023	83070	9999999	FIRST BAPTIST CHURCH OF	000101290	TAX REFUNDS	001-0000-201.00-00		3/2024 Total	12.21 12.21
09/27/2023	83074	226	HEALTH ENHANCEMENT CENT	59754	SVCS/EASTON POLICE	001-2010-520.30-31		3/2024 Total	188.00 188.00
09/27/2023	83075	9999999	INTOWN MANAGEMENT	INTOWN MANAGE	REFUND/PERMIT #22-17539	001-0000-219.10-95	SECDEP	3/2024 Total	50,692.50 50,692.50
09/27/2023	83076	9999999	JEREMY WOJCIO	091723	REIMB/STEEL TOE BOOTS	001-3025-530.30-37		3/2024 Total	100.00 100.00
09/27/2023	83077	2720	JOHNSON CONTROLS FIRE P	51168712		001-2010-520.30-46		3/2024 Total	1,519.10 1,519.10
09/27/2023	83078	2506	MARYLAND MEDICAL LEGAL	092623	TRAINING/PFC NORMAN SOVA	001-2040-520.30-33		3/2024 Total	900.00 900.00
09/27/2023	83079	2781	MARYLAND TRANSPORTATION	B1531130429231	TOLLS	001-3010-530.30-49		3/2024	12.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
								Total	12.00
09/27/2023	83080	2205	MATHESON TRI-GAS INC	28387379		001-3040-530.30-52		3/2024	130.90
								Total	130.90
09/27/2023	83081	2533	MCI	091123		001-2010-520.30-41		3/2024	34.44
								Total	34.44
09/27/2023	83082	2849	MID-SHORE FIRE SERVICE	1557	FIRE ENGINE 68 REPAIRS	001-2110-521.30-56		3/2024	1,070.00
								Total	1,070.00
09/27/2023	83083	2351	OPTUM BANK	092223		001-0000-217.21-00		3/2024	1,033.64
								Total	1,033.64
09/27/2023	83084	372	P & M HYDRAULICS INC	41125	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		3/2024	264.42
								Total	264.42
09/27/2023	83085	2118	PLUGGE, JESSICA PETTY C	092223	EPD PETTY CASH	001-2010-520.10-26		3/2024	9.98
				092223	EPD PETTY CASH	001-2010-520.30-41		3/2024	10.75
				092223	EPD PETTY CASH	001-2020-520.30-52		3/2024	65.67
				092223	EPD PETTY CASH	001-2040-520.30-52		3/2024	15.00
								Total	101.40
09/27/2023	83086	3005	RELIABLE CONCRETE SERVI	1454	CONCRETE CONSTR. SVCS	001-3040-530.30-34		3/2024	1,234.00
								Total	1,234.00
09/27/2023	83087	3190	S&B LANDSCAPING LLC	INV0926	SVCS/402 CHERRY ST	001-2220-522.30-34		3/2024	20.00
				INV0931	MOW 66 JOHNSON ST	001-2220-522.30-34		3/2024	55.00
				INV0954	8015 INDUSTRIAL PARK RD	001-2220-522.30-34		3/2024	25.00
				INV0958	MOW 118 S HARRISON ST	001-2220-522.30-34		3/2024	55.00
				INV0998	MOW 231 PORT ST	001-2220-522.30-34		3/2024	60.00
								Total	215.00
09/27/2023	83090	3236	SMITH & DOWNEY	102520	SERVICES	001-1200-512.30-32		3/2024	5,047.00
								Total	5,047.00
09/27/2023	83091	459	SPENCE, KAY H	092223	REIMB. UNIFORM PANTS	001-2010-520.30-37		3/2024	60.00
								Total	60.00
09/27/2023	83093	2614	UNIFIRST CORPORATION	1430086514	PUBLIC WORKS UNIFORMS	001-3025-530.30-36		3/2024	111.76
				1430086515	PUBLIC WORKS UNIFORMS	001-3025-530.30-36		3/2024	25.76
				1430086515	PUBLIC WORKS UNIFORMS	001-3040-530.30-36		3/2024	34.16
				1430086515	PUBLIC WORKS UNIFORMS	001-3045-530.30-36		3/2024	79.29
				1430086516	PUBLIC WORKS UNIFORMS	001-3010-530.30-36		3/2024	40.41
				1430086516	PUBLIC WORKS UNIFORMS	001-3010-530.30-46		3/2024	11.98
				1430086517	PUBLIC WORKS UNIFORMS	001-3040-530.30-36		3/2024	102.25
				1430086518	PUBLIC WORKS UNIFORMS	001-3010-530.30-36		3/2024	21.70
								Total	427.31
09/27/2023	83094	2423	VERIZON BUSINESS	61909918		001-2010-520.30-41		3/2024	42.90
								Total	42.90
09/27/2023	83095	1220	XEROX CORPORATION	019699539	COPIER MAINT	001-1200-512.30-46		3/2024	164.95

TOWN OF EASTON
CHECK REGISTER BY FUND

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
								Total	164.95
09/27/2023	83096	1220	XEROX CORPORATION	019699535	COPIER MAINT	001-2010-520.30-46		3/2024	15.11
								Total	15.11
						216 Checks	** Fund Total		1,155,305.27

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/27/2023	83061	3017	BUILDING AFRICAN AMERIC	092223	GRANT CL-2022	120-5000-550.30-49	GS2201	3/2024	13,633.38
								Total	13,633.38
09/27/2023	83069	181	EWING DIETZ FOUNTAIN &	336	LEGAL SVCS/RETAINER	120-5000-550.30-31	TC0601	3/2024	123.00
								Total	123.00
						2 Checks	** Fund Total		13,756.38

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L	NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/06/2023	2110	2790	BLUE TECH LLC	2663	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP218	2/2024	14,944.34	
				2664	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP218	2/2024	14,944.34	
				2665	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP218	2/2024	14,944.34	
				2666	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP218	2/2024	14,944.34	
				2667	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP218	2/2024	14,944.34	
				2668	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	23-20	2/2024	14,944.34	
				2669	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	23-20	2/2024	14,944.34	
				2670	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	23-20	2/2024	14,944.34	
				2671	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP318	2/2024	15,130.39	
				2672	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP318	2/2024	15,130.39	
				2673	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP318	2/2024	15,130.39	
				2674	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP318	2/2024	15,130.39	
				2675	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP318	2/2024	15,130.39	
				2676	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP318	2/2024	15,130.39	
				2677	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP318	2/2024	15,130.39	
				2678	POLICE VEHICLE UPLIFTING	390-2010-520.60-64	ARP318	2/2024	15,130.39	
								Total	240,597.84	
09/06/2023	2114	2624	FLUHARTY'S ELECTRIC	A00112661	SVCS/COMFORT STATION	390-4010-540.60-62	23-76	2/2024	1,348.14	
								Total	1,348.14	
09/06/2023	2117	2609	IRVIN HAYES PLUMBING &	081423	WATER HEATER/SUBSTATION	390-2110-521.60-62	24-11	3/2024	4,166.00	
								Total	4,166.00	
09/13/2023	2135	179	EWING INC, PAUL T	504128		390-4010-540.60-63	23-71	2/2024	180.90	
								Total	180.90	
09/13/2023	2137	2794	GILLESPIE PRECAST LLC	113151	MANHOLE	390-2310-523.60-63	22-23	2/2024	11,857.51	
				113152	MANHOLE	390-2310-523.60-63	22-23	2/2024	3,711.03	
				113222	MANHOLE	390-2310-523.60-63	22-23	2/2024	11,857.51	
				113223	MANHOLE	390-2310-523.60-63	22-23	2/2024	3,711.03	
				113298	MANHOLE	390-2310-523.60-63	22-23	2/2024	11,857.51	
				113299	MANHOLE	390-2310-523.60-63	22-23	2/2024	3,711.03	
								Total	46,705.62	
09/13/2023	2144	2404	NORTHEASTERN SUPPLY INC	3899053		390-4010-540.60-63	23-76	3/2024	345.64	
				3899054		390-4010-540.60-63	23-76	3/2024	150.32	
				3916574		390-4010-540.60-63	23-71	3/2024	3,437.00	
								Total	3,932.96	
09/20/2023	2160	2105	GILLESPIE & SON INC	303923		390-3010-530.60-63	22-27	3/2024	240.00	
								Total	240.00	
09/20/2023	2162	2675	GROFF TRACTOR MID ATLAN	RSA059888-3		390-4010-540.60-63	23-71	3/2024	714.38	
								Total	714.38	
09/20/2023	2175	529	WILLOW CONSTRUCTION LLC	C2329SS-002	SVCS/COMFORT STATION	390-4010-540.60-63	23-76	3/2024	56,314.42	
								Total	56,314.42	
09/27/2023	2186	2556	MUSCO SPORTS LIGHTING L	413522	LIGHTING/N EASTON PARK	390-2310-523.60-63	23-53	3/2024	159,326.00	
				413523	LIGHTING/N EASTON PARK	390-2310-523.60-63	23-53	3/2024	188,023.00	
								Total	347,349.00	

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/06/2023	82936	3232	AUI INC	231853	PORT ST CONSTR SVCS	390-2310-523.60-63	22-23	2/2024 Total	249,708.47 249,708.47
09/06/2023	82954	2702	PATUXENT MATERIALS INC	208144 208145 208588 208922	SAND SAND SAND MATERIALS/SKATE PARK	390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-63	23-76 23-76 23-76 23-81	2/2024 2/2024 2/2024 2/2024 Total	182.03 177.00 337.60 470.34 1,166.97
09/13/2023	82970	3211	BOWEN AIA, CHARLES W	2730	FIRE TRAINING TOWER/SVCS	390-2110-521.60-62	19-36	3/2024 Total	1,384.00 1,384.00
09/13/2023	82974	146	E D SUPPLY CO INC	6675-1277075		390-4010-540.60-63	23-76	2/2024 Total	203.70 203.70
09/13/2023	82985	278	LOWE'S	37239 75298		390-4010-540.60-63 390-3010-530.60-63	23-76 22-27	2/2024 2/2024 Total	106.32 560.22 666.54
09/20/2023	83021	209	GANNON INC, CECIL H & S	36114	MOVING DOZER	390-4010-540.60-63	23-74	3/2024 Total	300.00 300.00
09/20/2023	83052	1064	VERMEER ALL ROADS	R-00016088	LAWN MAINTENANCE EQUIP	390-3040-530.60-64	ARP325	3/2024 Total	24,900.00 24,900.00
09/27/2023	83057	3232	AUI INC	232116	PORT STREET SVCS	390-2310-523.60-63	22-23	3/2024 Total	749,125.41 749,125.41
09/27/2023	83060	65	BRINSFIELD FENCE CO INC	1575 1576	GATE/OPERATOR FENCE	390-3010-530.60-63 390-3010-530.60-63	22-27 22-27	3/2024 3/2024 Total	13,178.00 35,298.00 48,476.00
09/27/2023	83062	2548	CHESTER RIVER LANDSCAPI	2023-4373	DOG PK AMENITIES	390-4010-540.60-63	23-76	3/2024 Total	61,949.33 61,949.33
09/27/2023	83071	2051	FREEMIRE & ASSOCIATES I	2302977-IN	DOG PARK GRINDER PUMP	390-4010-540.60-63	23-76	3/2024 Total	15,892.00 15,892.00
09/27/2023	83072	209	GANNON INC, CECIL H & S	36133	SVCS/HAULING EQUIPMENT	390-3010-530.60-63	22-27	3/2024 Total	1,755.00 1,755.00
09/27/2023	83073	1938	HARPER & SONS INC	2304-04	KITCHEN RENOVATIONS	390-2110-521.60-62	20-13	3/2024 Total	14,009.51 14,009.51
09/27/2023	83088	2650	SHORE REAL ESTATE INVES	2576 2578 2579	DEMOLITION SVCS DEMOLITION SVCS REMOVE FUEL TANK	390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-63	23-62 23-62 23-62	3/2024 3/2024 3/2024 Total	7,500.00 19,000.00 1,200.00 27,700.00
09/27/2023	83089	2981	SHORE SIGN CO INC	37515	SIGN/EASTON POINT PARK	390-4010-540.60-63	GF2101	3/2024 Total	4,975.00 4,975.00
09/27/2023	83092	3196	SPOHN RANCH INC	EM002	PUMP TRACK CONSTRUCTION	390-4010-540.60-63	23-81	3/2024	40,000.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/27/2023	83092	3196	SPOHN RANCH INC	EM002B	SKATE PARK CONSTRUCTION	390-4010-540.60-63	23-71	3/2024	50,000.00
								Total	90,000.00
						26 Checks	** Fund Total		1,993,761.19

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
09/06/2023	2109	801	ARNESEN	TERMITE/PEST CO 99612	PEST SVCS/DIST CT BLDG	601-6000-560.30-46	EDMY01	2/2024 Total	60.00 60.00
09/13/2023	2136	213	GEORGE'S GREEN THUMB IN	082423A	SVCS/DISTRICT CT BLDG	601-6000-560.30-46	EDMY01	2/2024 Total	818.00 818.00
09/20/2023	2171	1029	SHORE JANITORIAL SERVIC	0401	SVCS/DISTRICT CT BLDG	601-6000-560.30-46	EDMY01	3/2024 Total	2,700.00 2,700.00
09/13/2023	82975	170	EASTON UTILITIES	082323		601-6000-560.30-43	EDMY01	3/2024 Total	1,579.75 1,579.75
09/13/2023	82985	278	LOWE'S	01867		601-6000-560.30-50	EDMY01	2/2024 Total	17.81 17.81
09/13/2023	82992	448	SHERWIN-WILLIAMS CO, TH	7717-8		601-6000-560.30-50	EDMY01	2/2024 Total	46.40 46.40
09/20/2023	83018	162	EASTON HARDWARE INC	211885		601-6000-560.30-50	EDMY01	3/2024 Total	14.40 14.40
						7 Checks	** Fund Total		5,236.36
						251 Checks	*** Bank Total		3,168,059.20
						251 Checks	**** Grand Total		3,168,059.20

BANK	NAME	FUND	AMOUNT
00	SHORE UNITED BANK	001 GENERAL FUND	1,155,305.27
		120 CDBG	13,756.38
		390 CAPITAL EQUIPMENT FUND	1,993,761.19
		601 LAND ENTERPRISE	5,236.36
		Total	3,168,059.20 *
		Grand Total	3,168,059.20 *