



Town Council MEETING MINUTES

Monday, April 7, 2025 - 5:30 PM
Council Chambers, Easton Town Office
14 S Harrison Street

5:00 PM Audit Outbrief by CLA (CliftonLarsonAllen) CPAs.

Mayor Megan JM Cook
Council President Frank Gunsallus
Ms. Maureen Curry
Mr. Don Abbatiello
Mr. David Montgomery
Rev. Elmer Davis

Also present was the Acting Town Manager Mr. Alan Lowrey, Town Attorney Mrs. Sharon VanEmburch, and Town Clerk Mrs. Kathy M. Ruf.

At 5:00 p.m., Bill Early, CPA, Principal from CLA discussed the audit. He thanked the Finance Department and noted that the management was cooperative and professional during the audit process. He stated they audited the June 30, 2024 financial statements as well as the Single Audit. He stated they have issued a Management Letter. He stated the Financial Statement Audit opinion is unmodified. He stated there were no material weaknesses noted and no significant deficiencies noted. Mr. Early stated that the Management letter stated that IT policies should be regularly reviewed and reviews should be documented. He stated that charges for services as well as expenses did go up. He stated that the ARPA money has to be liquidated by December 31, 2026 so it will not get called back. He discussed changes that will occur in the future.

At 5:13 p.m, President Gunsallus thanked Mr. Early and staff for the audit report.

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

At 5:30 PM, President Gunsallus called the meeting to order.

Opening remarks and Pledge of Allegiance by Councilmember Dr. Montgomery.

Dr. Montgomery gave the opening remarks and led those present in the Pledge of Allegiance.

Approval of Minutes.

Meeting minutes from March 18, 2025 meeting.

Upon motion by Mr. Abbatiello, seconded by Dr. Montgomery and carried unanimously, minutes of the March, 2025 meeting was approved as written.

Municipal Official Items.

Items by Mayor Cook.

Mayor Cook stated that the Town is on track to complete the Complete Streets plan by the end of the fiscal year. She stated that April is National Move More month. She discussed the Run/Walk group that meets on Wednesday evenings at 6:00 p.m. at Idlewild Park and encouraged everyone to join.

Mayor Cook asked for a closed session to discuss personnel.

Confirmation of Appointments to Waterfowl Festival Commission.

Mayor Cook stated that there is a recommendation for confirmation of appointments to the Waterfowl Festival for three-year terms. She stated she is recommending Peggy Moray, Patrick Ragan, Dan Ketelson and Amy Horne. She discussed their duties as outlined in Ord. 124.

Upon motion by Ms. Curry, seconded by Rev. Davis and carried unanimously, the confirmation as recommended were approved.

Items by Town Manager

- Public Assembly Event, Annual Elk's Parade - June 29, 2025
- Public Assembly Event, Carols by Candlelight - November 29, 2025

Upon motion by Rev. Davis, seconded by Dr. Montgomery and carried unanimously, the Public Assembly Event, Annual Elk's Parade was approved.

The Carols by Candlelight was tabled due to the event not being recommended by EPD. Pat Sally stated they moved the location which had lesser impact and they still had a great turnout. Ms. Curry stated she has had calls from downtown merchants. She stated we need to revisit this with Friends of Hospice and business owners. Deputy Chief stated this is the only location they asked for and that is why this has not been recommended by staff. Dr. Montgomery stated he is disappointed that there is no one from Hospice here especially with the request for an appeal.

Items by Town Attorney.

Nothing at this point in the meeting.

Presentations.

EEDC to present the awards for the St. Patrick's Day Parade.

- Best Golf Cart
- Best Marching Group
- Best Vehicle

Mayor Cook presented the following awards:

Best Golf Cart: The Factory

Best Marching Group: Talbot Thrive

Best Vehicle: Chesapeake Car Club, Honorable Mention Freedom Rowers

Proclamations:

- In Honor of Roger Bollman
- DAR Chapter Regent Denise Hagood & Jerry Seiler on behalf of DAR General Perry Benson Chapter
- 2025 Parkinson's Proclamation

Mr. Bollman was not present but he will be asked to be in attendance at the April 21 meeting.

Mayor Cook presented Parkinson's Awareness Month Proclamation to Rock Steady.

President Gunsallus presented DAR Chapter Regent Denise Hagood and Jerry Seiler with the Proclamation on behalf of General Perry Benson Chapter proclaiming April DAR Month.

Legislation.

Ord. No. 837, "AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO ACCEPT A PARK AND VARIOUS ROADS WHICH ARE PART OF EASTON VILLAGE ON THE TRED AVON RIVER FROM EASTON VILLAGE, LLC"

President Gunsallus brought Ord. No. 837 to the floor and asked for remarks from the Town Attorney.

Ms. VanEmburch, the Town Attorney stated this is standard to get the ownership from the developer.

Ms. VanEmburch discussed the shared driveway Mr. Ebersberger was concerned about.

She stated that shared driveways are allowed as subdivision regulations permit. She stated that this does not have anything to do with the town accepting the roads and the park.

Ms. VanEmburch stated that the HOA has maintained the shared driveway.

Dr. Montgomery asked who is responsible for the maintenance of the town park and who would be taking reservations for the pavilion.

The Town Attorney stated there will be a draft MOU.

Town Engineer Rick VanEmburch discussed the punch list. He stated it has been addressed.

He discussed the bond being reduced and stated the town still has \$844,000. He stated we will still have one year of the bond.

Mark Ebersberger stated the driveway was not constructed according to the pattern book. He discussed safety issues.

Dennis Cassidy stated there are at least three similar alleys in the neighborhood.

Ryan Showalter, on behalf of Easton Village stated the lots were created and approved in

2015.

Mr. VanEmburch stated the light will be installed in the next couple of weeks.

Pres. Gunsallas asked Mayor Cook and Interim Town Manager to address the 911 issue with Brian Lecates.

Upon motion by Rev. Davis seconded by Mr. Abbatiello and carried unanimously, Ordinance No. 837 passed unanimously with the caveat to have someone reach out to Talbot County regarding the issue of finding the addresses that are of concern to the residents and the Town Engineer to install the lighting and additional signage within 30 days.

Ms. Curry made a motion to have a light installed and signage done in 60 days seconded by Rev. Davis and carried unanimously.

Review of Invoices.

Invoices from 3/5/25 - 3/26/25 totaling \$1,285,707.41.

Upon motion by Mr. Abbatiello seconded by Ms. Curry and carried unanimously, invoices totaling \$1,285,707.41 were approved.

Public Participation/Comments.

Mr. James Brennan, 28330 Village Lakeway, discussed the conservation easement and how it impacts relieving Elm Street of their responsibilities. He discussed the developer making an offer to get a conservation easement.

Mr. Ross Benincasa discussed how to alleviate the situation.

Items by Members of the Council:

Mr. Abbatiello stated he was impressed by the turnout for the Vietnam Veterans' parade.

Rev. Davis thanked those that participated in the Vietnam Veterans' parade. He stated he participated, representing his father.

Rev. Davis addressed the improvements on the streets in Easton and asked for citizens' patience while the town is undertaking necessary construction.

Pres. Gunsallus stated the Vietnam Veterans' parade was a very fine way to commemorate those that gave themselves for our country.

Congratulated East relation Baptist Church for their anniversary. Participated in Little League Opening Day. He thanked everyone for making Easton a great place.

At 6:56 p.m., Pres. Gunsallus made a motion to move into Closed Session to discuss personnel, seconded by Dr. Montgomery and carried unanimously following a roll call vote.

At 7:17 p.m., President Gunsallus made a motion to move into Open Session, seconded by Dr. Montgomery.

Adjournment.

At 7:17 upon motion by Dr. Montgomery seconded by Pres. Gunsallus and carried unanimously, President Gunsallus adjourned the regularly scheduled meeting.

Respectfully submitted,

Kathy M. Ruf, Town Clerk