Town Council
AGENDA

Monday, October 6, 2025 - 5:00 PM
Council Chambers, Easton Town Office
14 S Harrison Street

5:00 PM Workshop: Discussion of Proposed State Election Changes for Municipalities.

MD State Board of Elections Municipal Election Guidelines.

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

Opening remarks and Pledge of Allegiance by Councilmember Rankin.

Approval of Minutes.

Meeting minutes from 09/02/25 meeting.

Municipal Official Items.

Items by Mayor Cook.

Confirmation of Appointment of Aly Valentine to the Affordable Housing Board

Items by Town Manager

Request to award bid for District Court building roof replacement.

Items by Town Attorney.

Planning Commission cover letter for 2025 Zoning Amendments.
Proposed 2025 Zoning Amendments.

Petition for Annexation of 34.167 acres +/- Parcels owned by Norris E. Taylor Contractor, Inc., Jeffrey H. Goodman and Patricia T. Goodman.

Presentation.

Ms. Dana Newman, Talbot County Free Library Director, to receive a Proclamation for the Library's 100th Anniversary and discuss Citizens' Academy Grant.

Mr. Darrin Pruitt, Chesapeake Creative Wellness to discuss their organization and how they are planning to serve Easton and the midshore.

Public Hearing.

(cont'd.) PUBLIC HEARING to receive comments on Ord. 840, "AN ORDINANCE OF THE TOWN OF EASTON AMENDING CHAPTER 2 OF THE TOWN OF EASTON CODE TO ADD CAMPAIGN FINANCE PROVISIONS."

5:35 PM PUBLIC HEARING to obtain the views of citizens regarding Ord. 844, "AN ORDINANCE OF THE TOWN OF EASTON AMENDING THE TOWN BUDGET FOR FISCAL YEAR 2025/2026."

Legislation.

Res. No. 6205, "A RESOLUTION OF THE TOWN OF EASTON AUTHORIZING THE EXECUTION OF A MEMORANDUM OF AGREEMENT WITH EASTON VILLAGE ON THE TRED AVON COMMUNITY ASSOCIATION, INC."

Res. No. 6213, A RESOLUTION OF THE TOWN OF EASTON AMENDING THE TOWN OF EASTON, MD EMPLOYEES 457 PLAN."

Res. No. 6214, "A RESOLUTION OF THE TOWN OF EASTON AMENDING THE TOWN OF EASTON, MD DEFINED CONTRIBUTION 401(a) RETIREMENT PLAN."

Ord. 840, "AN ORDINANCE OF THE TOWN OF EASTON AMENDING CHAPTER 2 OF THE TOWN OF EASTON CODE TO ADD CAMPAIGN FINANCE PROVISIONS."

Ord. 844, "AN ORDINANCE OF THE TOWN OF EASTON AMENDING THE TOWN BUDGET FOR FISCAL YEAR 2025/2026."

Ord. No. 846, "AN ORDINANCE OF THE TOWN OF EASTON TO CARRY FORWARD CERTAIN CAPITAL FUND EXPENDITURES INTO FISCAL YEAR 2026."

Review of Invoices.

Invoices from 8/6/25 through 8/27/25 totaling $3,876,863.34.

Public Participation/Comments.

Committee Reports by Members of the Council.

Items by Members of the Council:

CLOSED SESSION: General Provisions Article § 3-305(b)(4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.

Adjournment.

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

If you are an Easton Velocity Cable TV subscriber, you can view the meeting live on Channel 98.

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

Municipal Election Guidelines

April 2025
Version 4.5

DISCLAIMER

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MARYLAND STATE BOARD OF ELECTIONS
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Version History

Revision	Description	Name, Date
0.1	Initial Document	DESI, Date unknown
0.2	SBE and DESI updates	DESI, Date unknown
0.3	Updated letter from State Administrator and adopted document as SBE driven	T. Robinson, 09/17/2007
0.4	Removed references to DESI	T. Robinson, 09/19/2007
0.5	Updated document following new document control guidelines set by SBE	T. Robinson, 10/17/2007
0.6 – 0.7	Changed references to voting equipment vendor making document Premier Election Solutions, Inc. specific; updated formatting	T. Robinson, 03/03/2008
0.8	Updated by EDS PMO Team	T. Robinson, 03/07/2008
0.9	Accepted updates	T. Robinson, 03/08/2008
0.10	Updated screen shots & incorporated revisions from Premier Election Solutions, Inc.	T. Robinson, 03/28/2008
0.11	Updated electronic pollbook information from SBE EPB Project Manager and Premier Election Solutions Project Manager	T. Robinson, 04/08/2008
0.12	Additional revisions from Premier Election Solutions, Project Manager, and EDS PMO; SBE approval of electronic pollbook pricing	T. Robinson, 04/10/2008
1.0	Final version 1.0	T. Robinson, 04/16/2008
2.0	Updates to reflect new VSSS contract	P. Aumayr, 01/12/2011
2.1	Updates to Transport Options	P. Pollinger 03/11/2011
2.2	Update to services provision, updating formatting	P. Aumayr 03/30/2011
2.3	Updated CIRDAN pricing	C. Burkhalter 07/03/12
2.3.1	Review document	S. Tulenko 07/10/12
2.4	Update to service provisions reflecting VSSS contracts	P. Aumayr 02/12/2013
2.5	Update municipal questionnaire to obtain additional information.	D. Gabbidon 11/12/13

Revision	Description	Name, Date
3.0	Updated to reflect new NVSR voting system and delete all references to the Cirdan Group.	P. Thomas / P. Aumayr 2/1/2017
3.5	Updated to reflect paper register contingency plan.	R. Hicks 7/1/19
4.1	Updated ballot drop boxes, SBE pollbook info, and general edits.	R. Hicks 6/23/21
4.2	Updated to reflect the use of Pollbooks.	R. Hicks 3/23/22
4.3	Updated pricing.	R. Hicks 2/7/25
4.4	HB0322 Election Law- Municipal Election Updates	SBE 4/21/25
4.5	Questionnaire updates.	R. Hicks 4/25/25

Table of Contents

INTRODUCTION

The Maryland State Board of Elections (SBE) welcomes your interest in using the voting system used by the SBE.

In this packet, you will find the following:

- Municipal Usage Standards
- Municipal Election Summary
- Municipal Election Questionnaire
- SBE Services Cost Schedule

Use of the voting system for a Municipal Election must be coordinated through your local board of elections and must adhere to SBE voting system standards and processes. Section §2-103 of the Election Law Article authorizes the State Administrator of Elections to lease voting equipment or other election materials to municipalities for their individual municipal elections.

The municipality is solely responsible for entering into a memorandum of understanding with the SBE as it pertains to the election systems and equipment. The municipality may enter into a separate memorandum of understanding with the local board of elections for added administrative services.

The Municipal Election Summary provides an overview of the voting system and election process guidelines approved by SBE.

Any municipality requesting the use of voting equipment from the local board of elections (LBE) must complete the Municipal Election Questionnaire and forward it to the appropriate local Election Director, the Election Director shall forward to SBE for approval.

The cost schedules include both minimum and itemized costs for various election services provided by SBE. Not all of the services listed are necessary for every election. Costs for services provided by LBE must be negotiated directly between the municipality and the LBE, and are NOT included in the cost schedule.

Finally, the *Municipal User Standards* provide the minimum requirements to protect the condition and integrity of the voting equipment. Any user agreement must incorporate these standards, and must adhere to the terms and conditions of the contract between the voting system vendor and the SBE.

If you have any further questions regarding this letter, please contact your LBE.

MUNICIPAL USAGE STANDARDS

Introduction

In accordance with Section §9-101 of the Election Law Article of the *Annotated Code of Maryland*, SBE has certified a uniform voting system for use in voting locations throughout the State and a uniform voting system for mail-in voting. SBE has also adopted regulations (Regulation 33.10.01 in the Code of Maryland Regulations) relating to each uniform voting system and the use of each system for elections conducted under the Election Law Article.

All hardware and software components of each uniform system are owned by the State. As such, §2-103 authorizes municipalities to request usage of the voting equipment and enter into an MOU with the State Board of Elections. The municipality will pay any fees associated to the State Board of Elections and the funds shall be distributed to the Fair Campaign Financing Fund.

Within the legal framework established by these provisions of the Election Law Article, SBE is hereby establishing minimum *Municipal Usage Standards* that must be included in any use of State-controlled voting system components to a municipality. As long as these minimum *Municipal Usage Standards* are met and the State's interest in the systems is protected, an LBE is free to set additional terms and conditions, as long as the locally set requirements are not inconsistent with these Standards or the law and contractual provisions under which the State has acquired the systems and equipment.

Neither these standards, nor the fact that State-controlled voting system components may have been used, may be construed to make the State, SBE, or a LBE responsible for any election conducted by a municipal corporation or other governmental or nongovernmental entity under authority other than the Election Law Article.

MUNICIPAL ELECTION SUMMARY

Introduction

The SBE has a paper-based voting system for use in all jurisdictions across the State. The system is manufactured by Election Systems & Software and includes DS200 ballot scanners, ExpressVote ballot marking devices (BMD) as well as ancillary equipment. The State also uses electronic pollbooks for voter eligibility verification and check-in. In addition, the State offers mail-in voting to all voters.

Arrangements for each jurisdiction to use the voting system equipment must be coordinated through the SBE and must adhere to SBE voting system standards and processes. SBE is not obligated to provide these services.

Voters are issued the correct paper ballot based on their verified address information and are shown to a voting booth. After marking their ballot, the voter inserts the voted ballot in the DS200 scanner for tabulation.

The DS200 ballot scanner scans paper ballots for tabulation of results. Scanners are used for regular in-person voting, early voting, mail-in and provisional voting (if applicable). (Mail-in voting is the new name for “absentee voting.”) At the end of the election, results are tabulated and printed may be uploaded at the LBE into the ElectionWare system for more comprehensive results reporting.

The ExpressVote ballot marking device (BMD). includes height-adjustable voting booths for voters with disabilities, along with the option of having the ballot in Spanish for non-English-speaking voters, and audio ballots for visually impaired voters. The ExpressVote BMD is only a marking device and does not tabulate votes. The ExpressVote BMD unit marks the ballot for the voter- either manually or using audio and a keypad- who then inserts the ballot into the DS200 scanner for tabulation with all other ballots cast in the voting location.

The DS200 ballot scanner and ExpressVote BMD are programmed for each voting location using the ElectionWare application. At the end of the election, data from the DS200 ballot scanners may be uploaded to both the Election Results Manager (ERM) and Electionware, at the LBE, to provide comprehensive election results.

Ballot Production

Programming

Ballot programming services for the voting system must be obtained through the SBE using the SBE's current technological abilities and voting options for Maryland.

All ballot styles must be created in the ElectionWare - a component of the voting system solution in Maryland. Background checks must be performed on any individual with access to the ElectionWare application at the LBE.

To ensure the accurate programming of the ballot database, a municipality must supply an electronic copy of the district/precinct data, contest information, candidate lists, ballot questions, question responses, and reporting group information.

For ballot proofing, the municipality will receive various reports from ElectionWare and a PDF of the paper ballot styles. These electronic copies may be delivered by e-mail or may be shown and displayed at the LBE. If applicable, the municipality will also be provided access to an ExpressVote BMD machine at the LBE to proof the marking device ballots and audio ballots.

SBE requires the municipality proof and approve the paper ballot artwork prior to the printing of ballots. The paper ballots for regular in-person voting, provisional voting, and mail-in voting are all uniform. If the municipality opts to deploy ExpressVote BMDs with or without audio, SBE requires that these ballots be proofed and approved as well.

SBE uses the 'Best Practices' layout for all ballots (see Appendix A for an example).

* It should be noted that SBE does not have the application(s) necessary or funding available to implement Ranked Choice Voting.

Multiple Language Support

SBE does not require municipal ballots to include any language other than English If a municipality seeks to include Spanish, it must be specified on the municipal questionnaire and the municipality must provide SBE with the translation of all contests and options. Depending on the length of the ballot and the number of contests, adding Spanish could increase the ballot programming fee.

If the municipality wishes to provide for translation itself or to contract with a vendor to provide translation services, it must obtain advance approval from SBE. The municipality must arrange for at least one local translator or "reader," approved by the LBE, to review the translation before certifying the ballot.

After ballot translation and review, each additional language must be programmed into the ballot database. Each additional language may add to the cost of programming by increasing the ballot text, number of contest headers as well as ballot styles.

SBE recommends that municipalities providing the ballot in non-English languages also supply voter materials and signs in those languages, and if possible, recruit election judges fluent in those languages to assist non-English speaking voters at the polls.

Audio Programming

The ExpressVote BMD offers an audio option for visually impaired voters. These voters can listen to the ballot through headphones and independently mark their selections using a keypad to record their choices.

The audio programming of the ballot content is synthesized. The municipality may supply the LBE or SBE with MP3 or WAV files of ballot content pronunciations to assist in the audio programming. This is used to phonetically generate audio of the candidate's names.

SBE requires the municipality proof and approve the audio ballot within 5 days after delivery of the proofing materials.

Mail-in and Provisional Ballots

Mail-in and Provisional ballots are identical to regular in-person ballots, and may be scanned using the same DS200 ballot scanners or with high-speed scanners in some local boards of elections.

A municipality must first decide if it wants to offer mail-in voting. If mail-in voting is going to be offered, the municipality must determine to whom mail-in ballots will be sent. A municipality can choose to send ballots to voters who are permanent mail-in voters for State elections or can send ballots to all registered voters, otherwise known as a vote by mail election. If only permanent mail-in voters are sent ballots, the LBE will provide to the municipality a list of those voters to provide to the printing vendor. If a vote by mail election is held, the municipality will get a list of voters to provide to the vendor, but will also have the option to have the ballots tracked by the voter registration database. In order to use the voter registration database for tracking, both SBE and LBE must agree to the arrangement. This involves programming by SBE and processing by the LBE.

Mail-in instructions may be obtained from the LBE or independently. Mail-in envelope printing may be obtained from any printer.

Election Judge Training

Election Judges must be trained. SBE strongly recommends that a municipality use the State's Election Judges' Manual and Quick Reference Guides (QRG) established by SBE and maintained by the LBE.

Voting Location Site Survey

If a voting location has not been used with this voting equipment, a site survey should be conducted. See the Site Survey Guidelines for site plan standards developed by SBE and the voting system vendor. Voting location site survey services may be obtained from the LBE or independently.

ELECTION EQUIPMENT: PRE-ELECTION

USB Memory Drives

After the municipality certifies the content of the ballot database, USB memory drives are programmed with ballot content from the ElectionWare system at the LBE.

ExpressVote Ballot Marking Device (BMD) Preparation

ExpressVote BMD unit preparation services must be obtained from the LBE.

The ExpressVote BMD preparation services includes:

- Downloading the ballot data to the USB memory stick.
- Loading qualification data into BMD.
- Inserting the programmed USB memory stick into BMD.
- Performing diagnostic testing on the BMD.
- Performing Logic & Accuracy testing on the BMD.
- Sealing the BMD prior to Election Day.

DS200 Ballot Scanner Preparation

The DS200 ballot scanner preparation services must be obtained from the LBE.

- Downloading the ballot data to the USB memory stick.
- Loading qualification data into scanner.
- Inserting the programmed USB memory stick into scanner.
- Performing diagnostic testing on the BMD.
- Performing Logic & Accuracy testing using test decks on the scanner.
- Sealing the scanner prior to Election Day.

Ballot Marking Device, Ballot Scanner and Peripheral Transportation

Transportation of voting equipment from the LBE to voting locations must be in accordance with the requirements shown in Appendix D. Voting equipment and peripherals must be transported by the state contracted vendor to ensure adequate insurance coverage.

Paper Precinct Register

For most municipalities, a precinct register will suffice to allow poll workers to check in voters and issue ballots.

A precinct register can be obtained only after the LBE has setup the election in MDVOTERS and performed the precinct register pull.

Municipal Registered Voters Provided as an export

If the municipality wishes to engage a 3rd party electronic pollbook vendor, SBE can provide a data export of registered voters in the municipality.

An export of a municipality's voters can be obtained only after the LBE has setup the election in MDVOTERS and performed the precinct register pull.

Electronic Pollbook Configuration

Important: Approval from SBE must be requested prior to committing to the use of electronic pollbooks in municipal elections.

Electronic Pollbooks cannot be provided for municipal elections that occur on the same day as a statewide election or in close proximity to a statewide election, as this equipment is needed for the statewide election.

Electronic pollbooks are usually unnecessary and add additional complexity to a municipal election. Instances in which the electronic pollbook is useful are when there are multiple ballot styles in a municipal election and multiple voting locations.

An electronic pollbook database can be created only after the LBE has setup the election in MDVOTERS and performed the precinct register pull. After the municipal election, log files can be collected from the electronic pollbooks' CF cards. Harvested logs are used to generate voter history, which can be imported back into the voter registration system. The import of voter history is an optional step during municipal elections.

Electronic pollbook data preparation for municipal elections must be performed by SBE. LBEs will be responsible for conducting the precinct register pull from the voter registration system. Assistance from the SBE Voter Registration Division can be provided if needed.

Ballot Drop Boxes

Ballot drop boxes may be acquired through a rental agreement between the municipality and SBE. If the municipality elects to use ballot drop boxes, the municipality shall meet the following requirements:

- Transportation of the boxes must be performed in accordance with Appendix D.
- Provide 24/7 video surveillance or a security detail for each ballot drop box at all times.
- Secure each ballot box at all times with three locks per unit, supplied by the municipality.
- Remove all ballots and locks from each unit prior to pickup of ballot boxes.
- Removable magnetic signage may be affixed to ballot drop boxes. Sign verbiage shall be submitted to SBE for approval at least 60 days prior to the beginning of the rental period.
    - It is the responsibility of the municipality to ensure signage is completely removable and leaves no damage causing residual residue.

SBE recommends that ballot drop boxes be emptied daily and the municipality establish a chain of custody for ballots removed from the boxes.

Set-Up and Takedown

Set-up and takedown services may be obtained from the LBE or independently.

Set-up occurs before the election and includes, but is not limited to, setting up voting booths, setting up and positioning the DS200, the ExpressVote BMD and the electronic pollbooks. Instructions for setup are included in the election judge manual and step-by-step guide. The voting location must be setup according to the site survey, provided by the Municipality.

Takedown occurs after the closing of the polls.

Election Support

Election support services may be requested through the LBE and, if approved, will be provided by the LBE.

For any election larger than 10 voting locations, SBE recommends one Election Field Support Technician for every 10 - 15 voting locations.

Election Results

Voting location totals can be printed from the DS200 ballot scanner for tabulation for a single voting location.

For more complete reporting, voting location results on USB memory sticks will be physically transported to the LBE for upload into the ElectionWare system. The ElectionWare system offers a variety of election reports.

SITE SURVEY GUIDELINES

Prior to delivery and setup of the voting location, a site survey should be conducted by the municipality. The site survey is necessary to determine if the site is suitable to be used as a voting location and capture necessary information for the election judges and voters.

Tools Needed

- Site survey sheet
- Measuring tape
- Number of voting booths, scanners and ExpressVote units assigned to the voting location
- Camera (if available)
- Notepad
- Circuit Tester

Procedure

- Generate a voting location survey sheet with location's name, address, phone number, description of the voting location, and the contact name and phone number for someone from the facility.
- Contact voting location to confirm contact information
- Inform someone at the facility of the day and time you intend to perform site survey.
- Arrive at the voting location with tools listed above.
- Sketch an outline of the voting location with dimensions.
- Identify power outlets, light switches, windows, doors, and access points for voters with disabilities.
- Test power outlets, switches, and other key items to evaluate functionality.
- SBE recommends that ExpressVote BMD units are plugged into grounded outlets.
- Determine whether power strips, and extension cords, will be needed based on your layout.
- Add any personal comments and suggestions.
- Attach all photographs and sketches.
- Create a diagram of the voting room and how it will be set up for voting.
- Provide election judges with copies of site survey and layout.

USE OF SYSTEMS

A Municipality may use system components only for election purposes. A Municipality may not use system components for early or curbside voting or at any location other than a regular election office or Election Day voting location, except with the expressed and advance approval of SBE. Please refer to the Municipal Election Memorandum of Understanding (MOU) for the terms related to the use of voting equipment, systems, and services provided by SBE.

Control of Used Property

The Municipality must maintain control of all used components from the time of delivery until the time of release. The Municipality shall not alter or make the components available to any other person or entity.

Necessary Software and Instructional Materials

When SBE permits the use of the ExpressVote BMD, the DS200 ballot scanner or both, the Municipality must also contract for ElectionWare services, at a minimum for creating the election database. The LBE must provide the Municipality with appropriate manuals and other instructional materials to enable the Municipality to conduct an election.

Transportation

The Municipality must contract for transportation with the state contracted voting systems transportation vendor. The contract must include insurance that covers the full value of the equipment. The contractor shall be responsible for loss of or damage to the voting equipment while they are within contractor's control, and the Municipality shall be responsible for loss or damage while the components are within the Municipality control.

Ballot Printing

Ballots, including test decks, must be printed by SBE's printing vendor. Printers must be notified no later than 45 days prior to the election, and ballot artwork must be submitted to the printers no later than 30 days prior to the election.

Support

The Municipality may need pre-election, Election Day, or post-election support, and in producing ballots in languages other than English. The Municipality may contract to obtain this support from the LBE on terms acceptable to the LBE. If the Municipality elects to obtain these services from any other sources, however, that source must be approved in advance by SBE and the LBE.

Training and Voter Education

The Municipality must arrange for adequate training of election officials and election judges and for appropriate voter education and instructions, and must describe to the satisfaction of the LBE how these will be accomplished. An Election Judges' Training Manual will be provided from the LBE for this purpose.

System Counter

The Municipality shall keep a record of and report to the LBE the protected counter totals on all equipment when received and when released.

Intellectual Property

The Municipality must acknowledge and respect the intellectual property rights of Election Systems and Software, Inc. in the system components used in the State. The Municipality may not make any use of those components or of documents and materials generated through the use of the components that the State would not be permitted to make under the contract between SBE and Election Systems and Software, Inc.

Insurance

The Municipality must provide property and casualty insurance, through a company licensed to do business in Maryland, with limits sufficient to replace any system and equipment components destroyed, damaged, lost, or stolen while they are in the custody of the Municipality System components which require replacement shall be made through the original manufacture. The Municipality must provide to the LBE, for transmission to SBE, certificates evidencing the required coverage.

The SBE must be named as an additional insured party on any policy providing this insurance. If the municipality is using voting equipment, Election Systems and Software must be named as an additional party.

Reporting

If a municipality opts to use voting equipment that is authorized by SBE and under the custody of the LBE, the LBE must file a written report with SBE within 15 days after the municipal election, detailing any problems, by voting equipment component, that were encountered in using the voting equipment components.

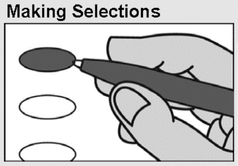
APPENDIX A – BALLOT SAMPLE

Official Ballot
City of Anytown Municipal Election
November 3, 2016
State of Maryland, Any County

BS NON 1

Instructions

Making Selections



Fill in the oval to the left of the name of your choice. You must blacken the oval completely, and do not make any marks outside of the oval. You do not have to vote in every race.

Do not cross out or erase, or your vote may not count. If you make a mistake or a stray mark, you may ask for a new ballot.

Mayor
Vote for 1

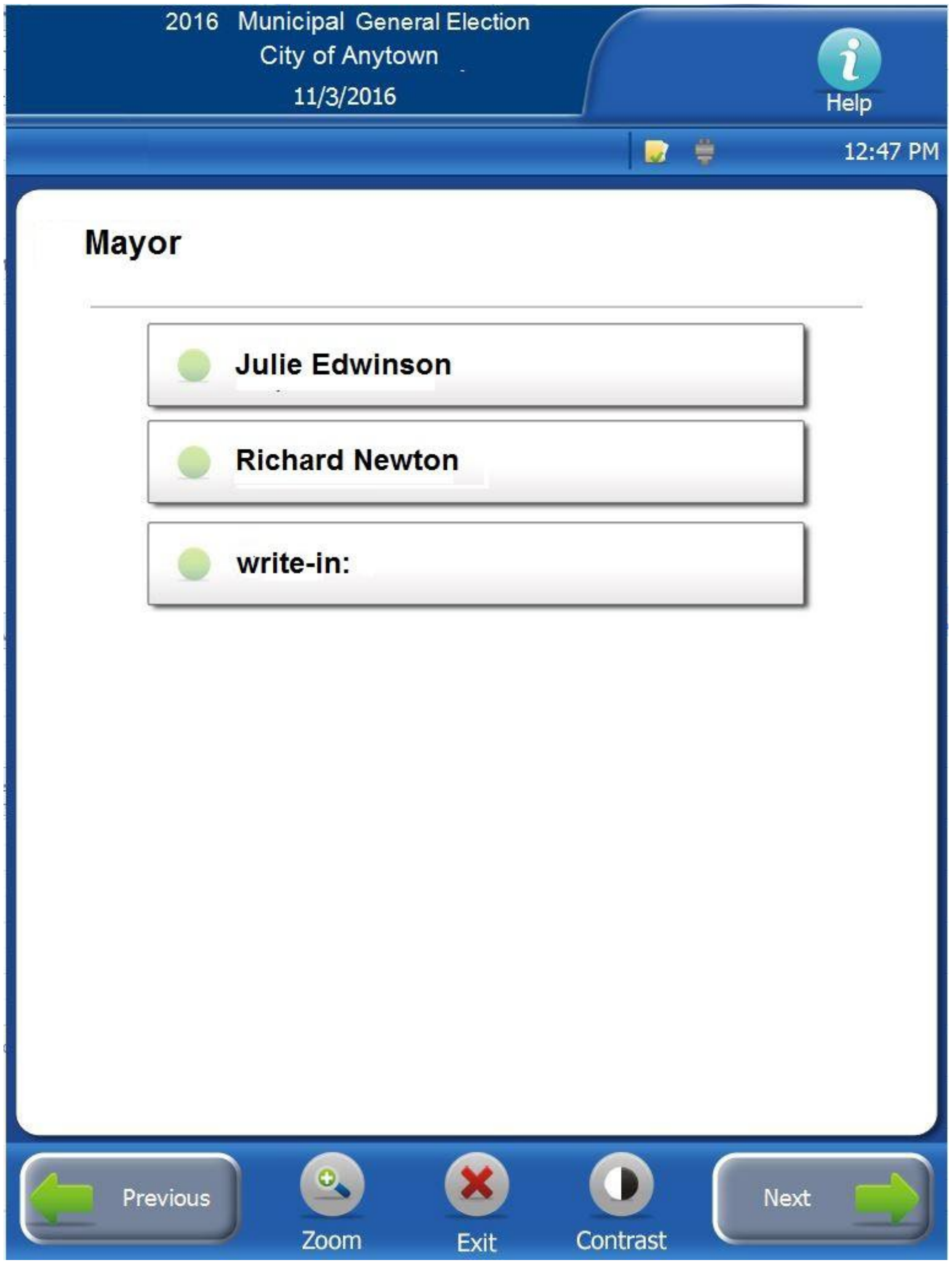
- ○ Julie Edwinson
- ○ Richard Newton
- ○ or write-in

City Council
Vote for up to 2

- ○ Bridget Nantwich
- ○ David Parkin
- ○ Michael Williams
- ○ Michael Wu
- ○ or write-in
- ○ or write-in

End of Ballot

APPENDIX B - EXPRESSVOTE SAMPLE SCREENSHOT



APPENDIX C – MUNICIPAL ELECTION QUESTIONNAIRE

Important Notes:

1. A hard copy of this questionnaire must be completed and submitted to the LBE and SBE at least 120 days prior to the election.
2. SBE will not support a municipal election within 60 days prior to or after a statewide election, unless an exception is granted by the State Administrator

Web Forms

Important: In addition to submitting the required hard copy of this questionnaire, the electronic web form below must also be submitted. The electronic web form will collect a brief summary of pertinent information and immediately notify the appropriate SBE departments.

- Municipal Information web form: https://app.smartsheet.com/b/form/4f55a4cb86f443fd80c2b77b6d414b0e

Municipality Details

Today's Date: ______________________

Municipality: ______________________ County: ______________________

Election Title: ______________________ ______________________

Municipality Contact: ______________________ Title: ______________________

Phone: ____________ Ext: ______ Cell: ______________________

Email: ______________________ ______________________

Municipality Mailing Address: ______________________ Polling Place Address: ______________________

______________________ ______________________

______________________ ______________________

______________________ ______________________

Election Information

1. Is there a Primary Election? Yes No
   a. Date of Primary: ________
   b. Voting Hours: __________
      i. If yes, is it a partisan or Non-Partisan Election? Partisan Non-Partisan
      ii. If Partisan, which political parties may appear? ____
      iii. # Estimated number of Ballot Styles: ________________________________
      iv. # of Estimated Voters: ___________________________________

   Special Considerations *(ex. special election, only certain districts, etc.)*:__________________
   ____

2. Is there a General Election? Yes No
   a. Date of General: ________
   b. Voting Hours: __________
      i. If Yes, which political parties may appear? ____
      ii. # Estimated number of Ballot Styles: _______________________________
      iii. # of Estimated Voters: ___________________________________

Special Considerations *(ex. special election, only certain districts, etc.)*:___________________
____

Language(s) to appear on the ballots: English English/Spanish

Election Structure

1. Is there Early Voting? *(If yes, please note only one vote center can be used.)* Yes No
   a. Primary Early Voting Dates:____
      i. Hours (*ex. if hours vary by day/ location please specify*): ____
   b. General Early Voting Dates:____
      i. Hours (*ex. if hours vary by day/ location please specify*): ____
2. What type of voting location(s) will be used for Election Day?
   a. ❒ Vote Center *(Please note only one vote center can be used)*

b. ❒ Regular Polling Places:

i. How many? ________________________

ii. What type of district determines the number? (i.e. city, ward, precinct)

____

iii. Do the districts follow any state district lines? Yes No

iv. Are any of the polling places consolidated? Yes No

(The polling place serves voters from more than one ward/precinct)

3. How would you like your Districts *(city, ward, precinct)* to appear on the Voter Authority card? ____

4. Is there absentee voting? *(If yes, please note that this does not refer to Vote By Mail)* Yes No

a. If yes, will you need assistance from the LBE? Yes No

5. Is there provisional voting? Yes No

6. Is write-in voting allowed? Yes No

a. If yes, when is this allowed: Primary General Both

Pollbook

How will you check in voters at your polling locations?

- ❒ Precinct Register
- ❒ Data extract of municipal voters for third-party pollbook/vendor
- ❒ State's electronic pollbook *(Note: This request requires State Administrator approval)*

If you selected the option to use the state's electronic pollbooks, please complete the following questions:		
1. Is a Pollbook training database being requested? (circle one)	Yes	No
2. If approved, what date will the training database(s) be needed?		
3. If approved, will pollbook L&A sheets be needed for this election? (circle one)	Yes	No
4. List the number of pollbooks being requested per voting location:		

5. If approved for usage, what date is the final pollbook data needed?	
*(** Note: Latest possible date must be no less than 14 days before the actual election day)*	

Voting Equipment

Are you requesting to use the state's voting system? (circle one)	**Yes**	**No**
If no, skip the remainder of this section and the Contest Set-up section below.		
If yes, will Election Database creation be done by SBE or ES&S?(circle one) Note: If the Election Database is being provided by Election Systems &Software (ES&S) and the municipality is requesting the use of LBE voting equipment, there will be a $100 charge per ExpressVote and $100 charge per DS200.	**SBE**	**ES&S**
If ES&S is providing the Election Database, do you already have, or plan to have, a contract in place with ES&S to provide all election equipment and services? Note: If you have an independent contract with a vendor, such as ES&S, SBE will not be responsible for managing the contract.	**Yes**	**No**
What is the date of your candidate filing deadline? *(Note: You have 3 days to proof the ballot artwork after delivery to the LBE)*		
What date do you plan to set up and configure the voting equipment?		
Are you requesting to use the ExpressVote(s)? (circle one)	**Yes**	**No**
If yes, are you requesting an audio ballot? (circle one)	**Yes**	**No**
Are you requesting to use the DS200(s)? (circle one)	**Yes**	**No**

Number of ExpressVotes requested:		
Number of DS200s requested:		
Number of state owned voting booths requested:		
Is a DS200 training database being requested? (circle one)	**Yes**	**No**
Is an Expressvote training database being requested? (circle one)	**Yes**	**No**
Will you be using SBE's ballot printing vendor to print your ballots? (circle one)	**Yes**	**No**
If yes, do you want to include ballot stubs? (circle one)	**Yes**	**No**
If you will be using stubs, how will they be numbered?		
If you will use SBE's ballot printing vendor, how many test decks will you need?		

Contest Set-up

Please complete the tables in Appendix G using the example below as a guide. If there will be a primary and general election, please complete both tables. Note: Candidate names, and ballot question text, must be provided to SBE within 2 days of any candidate filing deadlines impacting the municipal election.

Example: General Election

Contest	District Type and #	Vote For # or option	Partisan Y/N	Party Display Y/N	Eligible Voters
Mayor	City-wide	1	Y	Y	All voters
Council	District 1	1	Y	Y	All voters
Alderman	Ward 1	1	Y	Y	Ward 1
Question 1	City-wide	For / Against	N	N/A	All voters

MDVOTERS

** The LBE must create an election in MDVOTERS including the ballot structure and race structure. The current precinct must be associated with all ballot styles. If the ballot styles have not been finalized, please enter the current amount. This information must be received no later than 120 days before the election.

Are all qualified voters in MDVOTERS?

If not, the municipality is responsible for maintaining a separate list of voters.
Voters not in MDVOTERS will not be included in a pollbook database.

Does the election include mail-in ballots? (circle one)	**Yes**	**No**
If Yes, are you requesting to include mail-in ballot requests in the pollbook database? (circle one)		
If Yes, are you requesting to generate mail-in ballots through MDVOTERS? (circle one)	**Yes**	**No**
If Yes, will all registered voters receive a ballot (i.e. vote by mail election/additional cost)? (circle one)	**Yes**	**No**
If Yes, are you requesting to receive and track (in real-time) ballots through MDVOTERS?		
Are you requesting a bulk update for election day pollbooks to update mail-in status and timely registrations? (circle one)	**Yes**	**No**

Ballot Drop Box

Ballot boxes require 24/7 monitoring. The Municipality must confirm this requirement will be met prior to receiving SBE approval.

Are ballot boxes being requested? (Circle one)	**Yes**	**No**
If yes, number of ballot drop boxes requested:		
Will bilingual ballot boxes be requested? (Circle one)	**Yes**	**No**
If yes, do you plan to translate custom signage verbiage? (Circle one)	**Yes**	**No**
Can the municipality provide 24/7 monitoring of all drop boxes? (Circle one) *(Note, 24/7 monitoring is required to utilize state drop boxes)*	**Yes**	**No**
Will custom magnetic signage be affixed to ballot drop boxes? *(Verbiage must be submitted for SBE approval, via the smartsheet linked at the beginning of this questionnaire.)*	**Yes**	**No**

Facility and address of ballot drop box placement location(s):

____

____

____

____

____

____

Training

Will training will be requested for any of the following:

Election Judges (Circle one)	**Yes**	**No**
If yes, number of students:		

Election Day Support Specialist (Circle one)	**Yes**	**No**
If yes, number of students:		

Election Results

In consolidated voting locations, are results requested at the precinct level? (Circle one)	**Yes**	**No**
Are results being requested to be uploaded to ElectionWare for election reports? (Circle one)	**Yes**	**No**
When will Write-in votes (if applicable) be canvassed?		
If you are requesting mail in ballots, please answer the questions below:		
Will mail in ballots be tracked in MDVoters?	**Yes**	**No**
When will Mail-in Ballots be counted?		
Before Election Day	**Yes**	**No**
On Election Day	**Yes**	**No**
After Election Day	**Yes**	**No**

Additional Comments / Instructions:

____

____

____

____

____

____

Key Dates

MDVOTERS Key Dates:

	Primary	General
Candidate Filing Deadline:		
Registration Deadline:		
Voters Born on or Before Date (normally must be 18 by the general election):		
Ballot Definition Structure entered into MDVOTERS: (create race by ballot style and associate Ballot styles with current precincts):		
Precinct Register Pull:		
Election Created in MDVOTERS:		

Proposed Election Schedule

	Primary	General
Candidate Filing Deadline:		
Candidate Withdraw Deadline: (unofficial candidate filing information should be shared with SBE prior to candidate withdraw. This information will allow ElectionWare database programming to begin prior to the withdraw deadline):		
Election Data from Municipality to be received by: (It is critical this information is provided timely. Delays will cause dates to change):		
Proof ElectionWare Database Created by (minimum of 4 days after election data received from Municipality):		
Candidate Pronunciation Recorded by:		
Audio Complete & Proofed by:		
Ballot PDF proofed by Municipality & reviewed by LBE:		
Final Electionware Database Created by:		
Ballot PDF for Printer by:		
Ballot Sample screenshots for Public Specimen required by (minimum of 2 days after Ballot PDF proofed by Municipality):		
Ballots Printed by:		

	Primary	General
Mail-in Ballots Mailing by:		
Election Judges Training by:		
Voting Location Site Surveys by:		
Election Media Download to ExpressVote and DS200. (Includes Qualification media and Reporting Key Media.)		
Logic & Accuracy Testing - ExpressVote		
Logic & Accuracy Testing - DS200		
Logic & Accuracy Testing – Pollbooks (If applicable, see Appendix E)		
Public Test / Demonstration		
Ballot Drop Box Delivery		
Voting Location Equipment Delivery		
Election Day		
Equipment Pickup (including Ballot Drop Box)		
Mail-in Ballot Canvass		
Provisional Ballot Canvass		
Certify Election		

Election Services to be provided by:

Note, "X" indicates the party responsible for the service.

	SBE	LBE/ Municipality
ElectionWare / Ballot Programming	X	N/A
Audio Programming	X	N/A
Language Translation		SBE approval required

	SBE	LBE/ Municipality
Prepare Specimen Ballot		X
Pollbook Data (See Appendix E in the Guidelines)	X	X
Training of LBE / Municipality Staff		X
Training of Election Judges		X
Training of Election Day Support		X
Voting Location Site Survey		X
Election Media Download ExpressVote, DS200		X
Logic & Accuracy Testing ExpressVote		X
Logic & Accuracy Testing DS200		X
Logic & Accuracy Testing Pollbooks		X
Public Test / Demonstration		X
ElectionWare Specialist		X
Provide Election Day Support Specialist		X
Mail-in Ballot & Provisional Canvasses		X

APPENDIX D – TRANSPORTATION REQUIREMENTS

Introduction

The transportation of voting equipment must adhere to the following requirements.

- Transportation shall be carried out by SBE's contracted voting systems transportation vendor.
- The municipality shall purchase insurance coverage from the transportation vendor for the full value of the transported equipment.
- The municipality will be invoiced directly by the transportation contractor.
    - Transportation arrangements with the SBE contracted transportation vendor can be made directly by the municipality/ LBE:
        - Interstate Logistics, Ron Granville, 800-745-6683 ext.3222 Ron.Granville@invan.com
- Any Agreement for the transportation/delivery of voting equipment, must be formalized in writing, signed, and provided to the SBE at least thirty days before the scheduled election.

Delivery of Voting Equipment

The contractor shall provide a project manager. This project manager will serve as the direct point of contact for all coordination and issues related to the delivery of voting equipment. The project manager will direct the timely shipment and delivery of the equipment and assure the correctness of each delivery. The project manager will provide an overview of the delivery process, address any concerns, and discuss changes to the process and schedule that may be required to complete the task. The project manager will verify the equipment quantities for delivery and provide the municipality with a quote based on the current state contracted transportation rate. This quote will also include insurance coverage for the full value of the equipment being transported.

Using a list of voting locations provided by the LBE or the municipality, the transportation contractor shall propose a delivery schedule. The contractor shall create a Delivery Ticket for each delivery site from information provided by the LBE or municipality, showing the delivery location, number and type of voting equipment and the serial numbers of each piece of voting equipment. The contractor shall provide a copy of each delivery ticket to the LBE at the commencement of deliveries. The contractor's delivery team shall, upon completion of delivery, obtain a signature from an individual affiliated with the delivery site affirming the correct delivery of the proper voting equipment, and return all signed copies to the designated project manager for the LBE at the end of each day's delivery. The Delivery Ticket shall also include a notation to indicate that all seals on voting units are intact upon delivery, or all exceptions noted.

The transportation contractor shall pick up the loaded carts, if applicable, from the LBE's warehouse. The transportation contractor shall load the carts containing the voting equipment onto a suitable truck for transport and unloading at the polling locations. If a broken or missing seal is noticed during loading of voting units at the LBE's facility, the contractor's personnel shall immediately cease loading of said unit and notify the staff of the LBE. Transport shall be performed utilizing enclosed box, straight truck or panel style vehicles. Trucks used to haul carts shall be equipped with mechanical or hydraulic lift-gate mechanisms for unloading of carts. The contractor will secure carts with e-channel strap, cargo bar load locks or other suitable devices to prevent damage resulting from movement or shifting of carts while in transit. Additionally, any equipment not shipped on carts must be suitably secured to prevent shifting of cargo and damage during transit.

Transportation of Ballot Drop Boxes

If the municipality elects to request use of ballot drop boxes, the SBE contracted transportation vendor shall be used and the following requirements shall be met.

Specifications and transportation requirements of ballot drop boxes are as follows;

- Weight: 400lbs.
- Dimensions: 39"x47"x72".
- Transportation Requirements:
    - A pallet jack for loading and unloading.
    - The vehicle shall have a front or back lift gate (liftgate cannot be on the side).
    - The vehicle shall have the ability to transport the ballot drop box in a completely enclosed area.

A representative of the municipality shall meet the hauler at each delivery location and direct the placement of ballot drop boxes and secure each ballot drop box with locks supplied by the municipality.

Return of Voting Equipment & Drop Boxes

The transportation contractor is expected to utilize the same number of days to return the voting equipment as was required to deliver the voting units.

The transportation contractor shall visually inspect voting equipment, without removing seals. In the event damage is present, the transportation contractor shall inform the municipality/ LBE and SBE prior to loading the truck. Where possible, pictures of damages should be taken.

Voting equipment will be returned in a fashion similar to that in which they were delivered. If ballot drop boxes are utilized, a representative of the municipality shall meet the hauler at each delivery location, remove locks and inspect the ballot drop box to ensure all ballots were removed.

The contractor is required to generate a pickup ticket for each pickup site, with the same information as the aforementioned delivery ticket. The contractor's pickup team will indicate on the pickup ticket all items picked up at the specified site, and obtain a signature from an individual affiliated with the pickup site. The transportation contractor shall verify all items delivered to each site are the same items returned from that site. In the event of a discrepancy, the pickup team will note on the pickup ticket the exact nature of the discrepancy, and sign the pickup ticket with their explanation. The transportation contractor's team shall also notify the project manager immediately of all discrepancies, who will in turn notify the designated LBE personnel.

Upon successful completion of return of the voting equipment to the warehouse each day, the transportation contractor's pickup team will submit all signed pickup tickets to the project manager for delivery to the designated LBE representative.

LBE personnel shall inspect all voting equipment deployed for use during the municipal election as part of the acceptance process. In the event damage, or missing equipment is identified, the LBE shall notify SBE. Official sign-off of acceptance shall be made by SBE once the LBE has inspected all equipment.

General Transportation Requirements

The transportation contractor shall be required to provide proof of adequate insurance coverage for cost replacement of voting equipment and/or peripherals being delivered. Additionally, the transportation contractor shall bear responsibility for loss or damage to any units or peripherals incurred in the loading, transport and unloading of the voting equipment during the delivery and pickup process.

- The transportation contractor must possess proper licenses and permits as required to perform deliveries for all jurisdictions listed for the LBE. The transportation contractor shall produce said documentation, to the LBE Election Director, and municipality.

- The transportation contractor shall certify that all personnel involved in the delivery of voting equipment will have undergone and passed a thorough background check, as well as be on record as passing a recent drug test. All drivers shall have a clean driving record and adhere to all OSHA, DOT, and MDOT standards applicable to safe operation.

The transportation contractor shall have a real-time communication system in place during deliveries between each project manager and their respective delivery drivers/teams. The system may be radio, radio-telephone, cell phone or other acceptable means for immediate two-way contact between the parties.

- The transportation contractor shall have a backup truck or trucks available in the event of an accident or breakdown in order to maintain the schedule of deliveries.

- Drivers and delivery/pickup team members shall present a professional image of SBE and the LBE to the customer at all times.

- The transportation contractor shall acknowledge all security components required of voting equipment transport and handling, and agree to adhere at all times to all security practices in place and noted by the LBE and the Maryland State Board of Elections.

- The transportation contractor shall make available to the LBE, at separate cost, delivery service to transport certain LBE owned election peripherals required by the same voting location, such as signs, tables and/or banners. Each LBE and municipality shall decide individually as to their need for this service and the quantity of peripherals to be transported.

- During the unloading process at the voting location, the transportation contractor shall verify all seals on voting equipment are intact. If the transportation contractor's personnel identify a broken or missing seal on a voting unit during delivery, loading, or at any other time, they shall immediately take the following actions:

- Notify the LBE point of contact immediately, indicating the unit serial number, seal number, if possible, and location of the unit (i.e., at voting location, on truck, etc.).

- Await further instructions from LBE.

APPENDIX E – STATE BOARD OF ELECTIONS SERVICES

Electronic Pollbook Data Preparation

Data preparation services and materials for the electronic pollbook will be provided by SBE. Electronic pollbook tasks other than data preparation and post-election processing may be performed by the local boards of elections or by the municipality itself under the direction of either of the local board. Tasks in this category will include Logic & Accuracy testing, precinct assignment, transportation, Election Day setup and support, harvesting of electronic pollbook log files, and transfer of log files to SBE.

If the municipality contracts with SBE for these services, SBE will charge a flat fee for the services based on the number of registered voters eligible to vote in the election.

Data Preparation Provided by SBE

- Precinct Register
- Precinct Registers can be provided at no cost.
- Export of voters in municipality (for 3rd party pollbook vendor)
- This export can be provided for no cost.

If an electronic pollbook database is provided and electronic pollbooks are used, costs are as follows:

Cost of Services by Number of Eligible Registered Voters

Less than 10,000	$ 5,000.00
10,000 - 20,000	$10,000.00
20,000 or more	$15,000.00
Bulk update	$5,000.00

Services

- Data input for ballot database, including, but not limited to: Ballot header information, candidate information, jurisdiction information, and ballot question text and options.
- Ballot layout.
- Provide proofing ballot artwork, and make changes to ballot artwork following feedback from Municipality.
- Audio ballot preparation, and providing audio ballot to LBE for proofing by Municipality.
- Generation of Test Deck artwork and table of expected results.
- Generate specimen ballots.
- Provide ballot artwork in PDF format to municipality or ballot printer for ballot printing

Ballot Programming

All tasks associated with ballot programming will be performed by SBE in collaboration with the municipality. The final database will be transmitted or delivered to the LBE facility for equipment preparation upon approval of the reports and ballots (paper, ballot marking device and audio) by the municipality. Database programming services are billed at a flat rate, which includes the use of two DS200s and two ExpressVotes.

Cost of Database Programming

Database Programming	$ 5,000.00

Services

- Data entry including, but not limited to: Voting equipment configurations, precinct/district information, office/candidate information, and ballot question text and responses.
- Ballot layout and optional audio ballot creation
- Provide proofing materials including but not limited to ballot artwork, audio ballot (if applicable) and reports and make changes according to feedback from the Municipality.
- Generation of Test Deck ballots and a table of expected results.
- Generation of specimen ballots (ballots without timing marks for public posting)
- Provide final ballot artwork in PDF format to municipality or ballot printer for ballot printing
- Provide final database for the configuration of the voting equipment and results reporting

Mail-in Ballot Programming for a Vote By Mail Election

All tasks associated with programming the voter registration system to generate and track ballots will be performed by SBE in collaboration with the municipality.

MDVOTERS Development for Mail-In Voting

Flat Fee	20 hours at $7,200.00

Equipment

The municipality may request the use of additional voting equipment beyond the two DS200s and 2 ExpressVotes that are included in the flat-rate ballot programming fee. Additional equipment counts must be approved by SBE and will be billed at the rates listed below.

Cost of Voting System Equipment

(1) DS200	$100
(1) ExpressVote	$100
(1) 1 Voting Booth	$10

Ballot Drop Box

Municipality may request to utilize SBE owned ballot drop boxes for election use. The price chart below does not include transportation costs, refer to the transportation section for details and requirements.

Cost of Ballot Drop Box Rental

0 to 30 Days	$ 300.00
31 to 60 Days	$ 600.00
61 to 90 Days	$ 900.00

Replacement cost in the event of damage. Refer to the insurance section for replacement guidelines.

Drop Box Replacement cost, not to exceed $ 2,700.00

Services

- Use of SBE owned ballot drop box.

APPENDIX F – BALLOT PRINTING

Ballot Printing

Ballots must be printed in accordance with ES&S Ballot Printing Specifications. Ballots can only be printed on ballot stock that meets those specifications. Ballots may be printed by SBE's ballot print vendor or ES&S. Ballots may also be printed by the LBE at their discretion.

Ballots are 8.5" wide and may be 11", 14" or 17" in length, but only one length may be used in one municipal election. Ballots may be printed on two sheets of paper if necessary.

Test deck ballots must also be printed. The number of ballots in a test deck is determined by the number of ballot styles, and the number of candidates in contests on the ballot.

The cost to print ballots will depend on the vendor. A one-time set-up fee may be applied based on the ballot design.

ExpressVote Ballot Activation Cards

If the Municipality wishes to use the ExpressVote BMD, then Ballot Activation Cards will be required. These activation cards are only available from ES&S. Ballot Activation Cards are required to be of the same length as the ballots used in the election.

Appendix G

Example: General Election

Contest	District Type and #	Vote For # or option	Partisan Y/N	Party Display Y/N	Eligible Voters
Mayor	City-wide	1	Y	Y	All voters
Council	District 1	1	Y	Y	All voters
Alderman	Ward 1	1	Y	Y	Ward 1
Question 1	City-wide	For / Against	N	N/A	All voters

Primary Election

Contest	District Type and #	Vote For # or option	Partisan Y/N	Party Display Y/N	Eligible Voters

General Election

Contest	District Type and #	Vote For # or option	Partisan Y/N	Party Display Y/N	Eligible Voters

Edward S Forte Jr

Supervisor of elections, Town of Easton

The state of Maryland and the Talbot County election board could run our entire election.

- Cost For printing ballots
- Voting machines
- Scanners for the ballots
- Pole books to Check in voters
- Preparing the database
- Printing and sending out absentee ballot applications
- Delivering and picking up equipment
- Training for election workers would be done by the county
- We would have to also pay the cost for the election workers
- Create an MOU with the county for the election process

At an estimated cost of over $55,000

Edward S Forte Jr
Supervisor of Elections
Town Of Easton

Town of Easton
Board and Commission Volunteer Interest Form
Submit Completed Form to the Mayor of the Town of Easton, Maryland for consideration

(Please Print)
Last Name Valentine First Name Aly MI ___
Residence Address *(Street)* 535 South Washington St.
(Town) Easton *(County)* Talbot *(State)* MD
(Zip Code) 21601
How Long at this Residence? 7 years (prior to that living in Royal Oak - 2003-2017
Home Telephone Number (410) 829 7776

Occupation recently retired
Employer Name ___
Employer Address ___
Work Telephone Number (___) ___
(see attached for employment information)

Please circle the board(s) or commission(s) you are interested in serving as a member of:

Board of Appeals	Planning and Zoning Commission	Historic District Commission
Housing Authority	Easton Utilities Commission	Park Board
Ethics Commission	Waterfowl Festival Commission	Board of Canvassers
Tree Board	Affordable Housing Board	

Other (list) ___

Please list why you would like to serve on this committee and what your qualifications are (Attach extra sheets if necessary)
please see attached resume.

Please list any special interests which should be considered during the appointment process (Attach extra sheets if necessary) I believe that affordable housing provides security, belonging & a home in a community. Affordable housing lays a foundation of stability, sustainability & commitment to self, family & the fabric of the community

Aly Valentine
Applicant Signature

7/26/25
Date

Aly J. Valentine

535 S. Washington St. Easton. MD 21601 410.829.7776 valenta@umd.edu

SUMMARY

A strong administrator with extensive leadership experience in both university and community environments. Key strengths include: outstanding organizational skills; solid fiscal management capabilities; demonstrated coaching, mentoring and support of team members; robust ability to collaborate, engage and effectively communicate with faculty, staff and stakeholders, and the ability to assess systems for capacity and functionality and innovate restructure where needed.

WORK EXPERIENCE:

July 2017 – September 2024 **Assistant Director of Operations, University of Maryland Extension**
Responsible for providing administrative leadership in the areas of operations, facilities, budgets and personnel for the statewide Extension system. Responsible for fiscal oversight of all capacity (federal), state, and county funding for Extension as well as consistent policy implementation for 31 sites across the state.

May 2011 – July 2017 **Area Extension Director, University of Maryland Extension**
Responsible for providing leadership and administrative oversight for a multi-county cluster in the areas of fiscal management, personnel management, program coordination, public and government relations. Responsible for program coordination with the local faculty and program leaders to support county and cluster-based programs based on identification of local need and potential collaboration with community partners to include leadership and management of local Extension Advisor Council budgets and for the local 501 (c) 3 non-profit advisory board.

ADDITIONAL WORK EXPERIENCE:

2008 – 2010 **Co-Owner, Harrison Street Books**
Designed and created an independent community-based bookstore in Easton, MD. Responsible for budgeting, procurement, day to day management of the facility, marketing and community relations.

2004 -2009 **Founder and Principal Consultant, AJV Consulting Services**
Developed and administrated an independent consulting firm. Created and implemented strategies and workshops in the areas of team building, staff development, personnel development and coaching, conflict resolution and with a specialty in strategic planning.

1996 – 2003 **Director, Drexel University - College of Engineering**
Director of Student Services (1999-2003)
Developed and implemented a comprehensive academic student services center for freshmen, sophomore and transfer students within the college. Responsible for collaboration with departmental faculty for course registration, transfer credit evaluation and academic advising. Collaborated with other university departments to provide additional services as needed.
Collaborated with department faculty to develop strategies and outreach programming for potential students. Provide administrative and personnel oversight for the center.
Director, Women in Engineering Program (1996-1998)
Responsible for recruitment and retention of female engineering students. Provided academic and support services for matriculated female engineering students. Provided coaching and mentoring on an individual basis.

1986 – 1995 **Big Brothers Big Sisters of Southeastern CT**
Casework Supervisor (1994 – 1995)
Provided administrative oversight and program supervision to the casework staff. Facilitated monthly meetings with individuals for case management and support services. Facilitated monthly staff meetings for all staff. Responsible for community partnership engagement and public relations
Caseworker (1986 – 1993)
Responsible for direct services to families, youth and volunteers including: intake and determination of eligibility for service; volunteer screening and management. Responsible for collaboration with community organizations for wrap-around services.

LOCAL BOARD AND ORGANIZATION AFFILIATIONS

2009 – 2014
Habitat for Humanity, Choptank
Board Member and Secretary to the Board (2009 – 2014)
2008 - 2012
PageTurners: Girls Who Read to Achieve
Founding President and Board Member

LEADERSHIP DEVELOPMENT

LEAD 21 Scholar, Class of 2021
Maryland Extension Leadership Development (MELD) Scholar, 2012
Cecil Leadership Institute, 2012
Shore Leadership Program, 2009

EDUCATION

2000	M.S. Education Drexel University Philadelphia, PA
1985	B.A. Psychology Assumption College Worcester, MA

Town of Easton
14 S. Harrison Street, Easton, Maryland 21601
Megan JM Cook
Mayor
410-822-2525
mcook@eastonmd.gov

MEMORANDUM

TO: Don Abbatiello, President of the Council
Members of the Council

cc: Andy Kitzrow
Sharon VanEmburgh

FROM: Mayor Megan JM Cook

SUBJECT: Affordable Housing Appointment

DATE: September 15, 2025

I am asking for confirmation for Aly Valentine to the Affordable Housing Board. Mr. Bent has recommended her appointment as well. Ms. Valentine lives in Easton, has recently retired and is available for meetings. Her Volunteer Interest Form is in the packet for your consideration.

Your confirmation for the appointment is appreciated.

MARYLAND

TOWN OF EASTON

14 South Harrison Street
P.O. Box 520
Easton, Maryland 21601

RECOMMENDATION TO AWARD

DATE:	**September 29, 2025**
TO:	**Andy Kitzrow**
Cc:	**Mayor Megan Cook**
FROM:	**Trevor Newcomb**
SUBJECT:	**Project 26-23, Reroofing of the Town of Easton's District Court Building**

The Buildings and Facilities Department advertised for proposals for the complete replacement of the District Court Roof.

There were sixteen (16) contractors who were sent the Request for Proposal (RFP) and ten (10) contractors who requested the RFP. Of the contractors, there were eight (8) respondents. The following are the responses:

Capital Coating, Inc.	$409,179
T-N-T Construction Group	$355,000
Vertex Roofing	$254,090
Ruff Roofers	$239,106
Tecta America East, LLC	$227,000
Gordian (Sole Source)	$219,209
Dynamic General	$210,000
The F.A. Taylor Company	**$201,820**

This is project is to be funded using the Town's Enterprise Fund into which the District Court lease payments are deposited monthly. There is no need for additional funds anticipated at this time.

I recommend The F.A. Taylor Company be awarded the contract for the roof replacement of the Town of Easton's District Court Building for a total contract price of Two Hundred One Thousand Eight Hundred Twenty Dollars ($201,820).

Thank you,

August 27, 2025

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

RE: Potential Zoning Text Amendments

Dear Council Members & Mayor Cook:

The Easton Planning and Zoning Commission has been working on a series of Zoning Code text amendments for the past several months. You may recall that we discussed such potential amendments at a workshop in 2024. At that time it was decided to divide up the various amendments we were considering into three different classes; (1) those that were of such a "big-picture" nature that they would better be approached during the comprehensive update of the Zoning Code following Comprehensive Plan adoption, (2) those that are housing-related due to their potential duplication and/or conflict with recommendations pending from the Attainable Housing Task Force, and (3) those that were appropriate for consideration at any time prior to the comprehensive update.

The Commission continues working on the third of the aforementioned classes of proposed amendments and has formally voted to recommend your approval of the attached proposed amendments to the Zoning Code (and one to the Subdivision Regulations). We have since been very focused on the Comprehensive Plan, but although there is no particularly pressing issue amongst the proposed amendments, they are all appropriate for consideration now. We respectfully request that you do so and recommend your approval of each.

Please note that these are a package of what might be characterized as clean-up or housekeeping types of amendments. They do not include any proposed revisions to the Planned Redevelopment Overlay process that you requested us to consider. We have been actively working on that over our past two meetings and anticipate sending you something very soon. That effort has expanded somewhat based on the suggestion of a resident to introduce requirements for pre-submission neighborhood meetings for certain types of applications. Although not limited to PR applications, some threshold of such (PR) requests will likely be included amongst those that would be subject to these meetings. Thus, we have coupled both considerations and will be sending you recommendations on each issue via the same transmittal.

If you have any questions concerning our recommendation, or the current state of the PR District revisions, please do not hesitate to contact me or either the Director of Planning and Zoning, the Town Planner or the Town Attorney, all of whom can speak to our actions in this matter.

Regards,
LBT for
Philip Toussaint

Easton Planning and Zoning Commission
Philip Toussaint, Chair

Zoning Code Amendments
Attachment 1

1. Amend Section 28-114 by adding the following definitions:

   A. **Shed** - an accessory structure used to store items related to or used in connection with a residence, excluding portable storage units.

   B. **Swimming pool** - any artificial structure, basin, chamber or tank, except a private spa, either above or below ground, which is used or intended to be used for the primary purpose of swimming, diving, wading or recreational bathing. A swimming pool includes all associated equipment, structures and facilities located within a common enclosure. A unit used in conjunction with the private practice of a physician or physical therapist is not a swimming pool.

   C. **Patio** - an unenclosed horizontal structure with a surface height, at any point, no greater than two feet (2') above grade, intended for use as an outdoor amenity space.

2. Also , in conjunction with item 1 A above, revise Section 28-1007.1 6 to add a new supplemental standard (d) for sheds, as follows:

   d. The maximum footprint of any detached garage or shed shall be the lesser of 10% of the lot area or 1,000 square feet.

3. **Revise the exceptions to acceptable tree species list found in Section 28-1014.3 B as follows:**

   A. Species Selection: Acceptable plant species shall include most plant material native to the region (consult the Chesapeake Bay Native Plant Center for Guidance), or successfully introduced and available in the Mid-Atlantic region with the following exceptions:

1.	Pyrus calleryana 'Bradfordi'	Bradford Pear	Not Suitable in any location
2.	Ginkgo biloba (female)		Not Suitable in any location
3.	Ailanthus altissima	Tree of Heaven	~~Suitable as street trees only~~ Not Suitable in any location
4.	Sorbus acuparia	Mountain Ash	Suitable as street trees only
5.	Acer rubrum 'October Glory'	Red Maple	Suitable as street trees only
6.	Hybrid Poplar		Limit to buffers, open spaces
7.	Lombardy Poplar		Not suitable in any location
8.	White Birch		Suitable as street trees only
9.	Morus alba	Mulberry	Not Suitable in any location
10.	Osage Orange		~~Suitable as street trees only~~

		Not Suitable in any location
11.	Black and Honey Locust(species only)	Not suitable in any location
12.	Saw Toothed Oak (Quercus Accutisima	Not Suitable in any location

4. Replace Section 28-1008 (Visibility at Intersections) with the a new and more context-sensitive set of standards, as follows:

SECTION 28 – 1008 VISIBILITY AT INTERSECTIONS

28 – 1008.1 PURPOSE

As an aid to the safe movement of vehicles at and near street intersections and in order to promote adequate protection of pedestrians, the following provisions shall apply to all corner lots. On all such lots, there shall be limitations on the height of fences, walls, gateways, ornamental structures, hedges, shrubbery and other fixtures, construction and plantings.

28 – 1008.2 STANDARDS

~~Such barriers to clear unobstructed visions at intersecting streets shall be limited to a height of not over three feet above the established elevation of the nearest curb, for a distance of forty (40) feet along both flowlines of curb, measured from the point of intersection of the projected flowline of curb of said intersecting flowlines. No natural plantings or construction shall be permitted at a height over three (3) feet within the isosceles triangle formed by connecting the ends of the respective forty (40) foot distances. The unobstructed view shall be maintained for all spaces between three (3) and ten (10) feet in height. When curb and gutter is not present, all measurements shall be from edge of pavement, or edge of gravel when pavement is not present.~~

~~Within the said triangle, and in cases where front yards are terraced, the ground elevation of such front yards shall not exceed three (3) feet above the established curb elevation at the said intersecting streets.~~

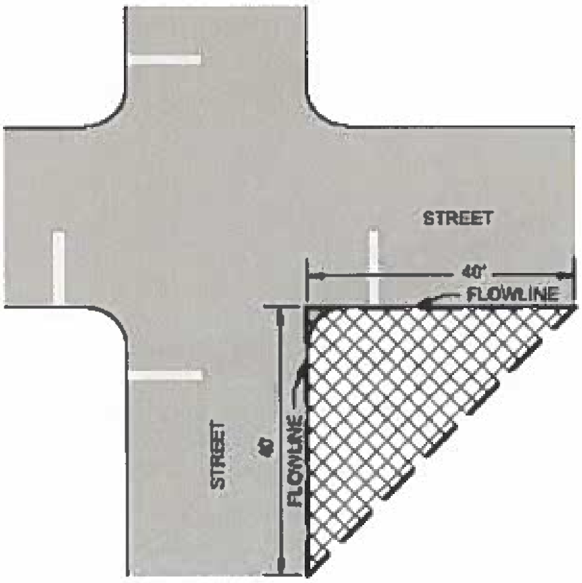
28-1008.3 VISIBILITY TRIANGLE DESCRIPTION AND DIAGRAMS

A. Street Intersection

The visibility triangle for a street intersection is a triangle with 40-foot sides, starting at the corner where two curb lines intersect and extending out away from this corner intersection, but still following curb lines, as illustrated in the Standard Detail below.

VISIBILITY TRIANGLE REQUIREMENTS:

1. NO STRUCTURES OR IMPROVEMENTS CAN BE PLACED IN THE VISIBILITY TRIANGLE EXCEPT FENCES, WALLS OR BERMS NOT HIGHER THAN 3 FEET.
2. NO MOTOR VEHICLE, TRAILER OR OTHER EQUIPMENT IS ALLOWED TO PARK, STAND, OR STOP IN THE VISIBILITY TRIANGLE.
3. NO VEGETATION CAN BE PLANTED OR ALLOWED TO GROW HIGHER THAN 3 FEET, EXCEPT FOR STREET TREES IN THE TOWN RIGHT-OF-WAY WITH BRANCHES NO LOWER THAN 8 FEET FROM GROUND LEVEL.
4. VISIBILITY TRIANGLE EXEMPTIONS INCLUDE:
   - TOWN OF EASTON SIGNS AND SIGN POSTS
   - TOWN OF EASTON TRAFFIC CONTROL DEVICES
   - UTILITY POLES
   - BENCHES
   - FIRE HYDRANTS



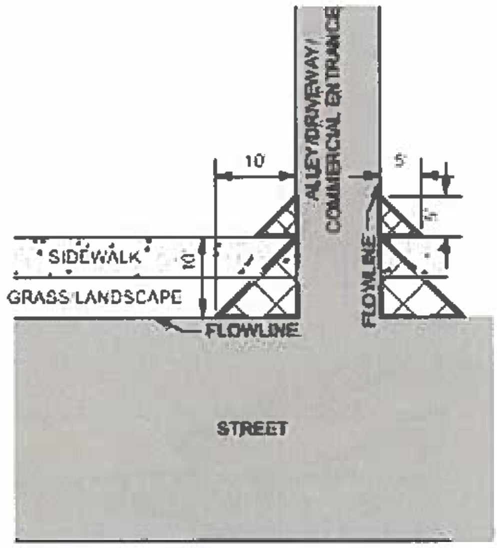
STREET INTERSECTION

NOTES:

THE VISIBILITY TRIANGLE FOR A STREET INTERSECTION IS A TRIANGLE WITH 40' SIDES, STARTING AT THE CORNER WHERE TWO FLOW LINES INTERSECT AND EXTENDING OUT AWAY FROM THIS CORNER INTERSECTION BUT STILL FOLLOWING THE FLOW/CURB LINES.

THE VISIBILITY TRIANGLE FOR INTERSECTIONS OF ALLEYS, DRIVEWAYS, OR COMMERCIAL ENTRANCES WITH STREETS IS A TRIANGLE WITH 10' SIDES EXTENDING FROM THE INTERSECTION OF THE FLOW LINE BUT FOLLOWING THE EDGE OF THE ALLEY, DRIVEWAY OR COMMERCIAL ENTRANCE.

THE VISIBILITY TRIANGLE FOR INTERSECTIONS OF ALLEYS, DRIVEWAYS OR COMMERCIAL ENTRANCES WITH SIDEWALKS IS A TRIANGLE WITH 5' SIDES EXTENDING FROM THE INTERSECTION FORMED USING THE EDGE OF THE SIDEWALK FURTHEST FROM THE STREET AND THE EDGE OF THE ALLEY, DRIVEWAY, OR COMMERCIAL ENTRANCES.

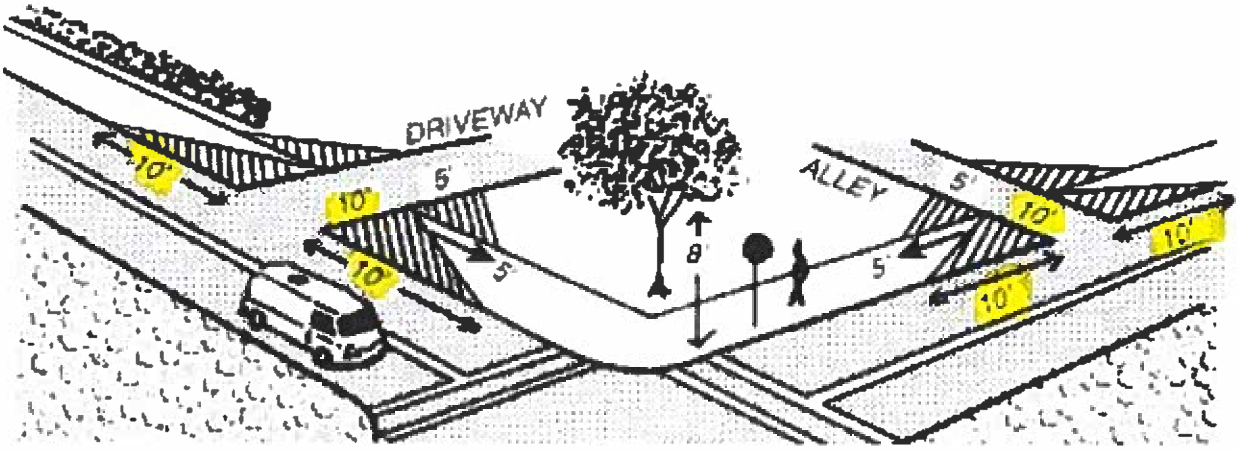


INTERSECTION OF ALLEY, DRIVEWAY OR COMMERCIAL ENTRANCE W/ STREET OR SIDEWALK

	APPROVED	TOWN OF EASTON STANDARD DETAILS
	RICK VAN EMBURGH TOWN ENGINEER	**VISIBILITY TRIANGLE**
	ISSUED: JANUARY, 2025	STANDARD NO: TOE-R-2.05

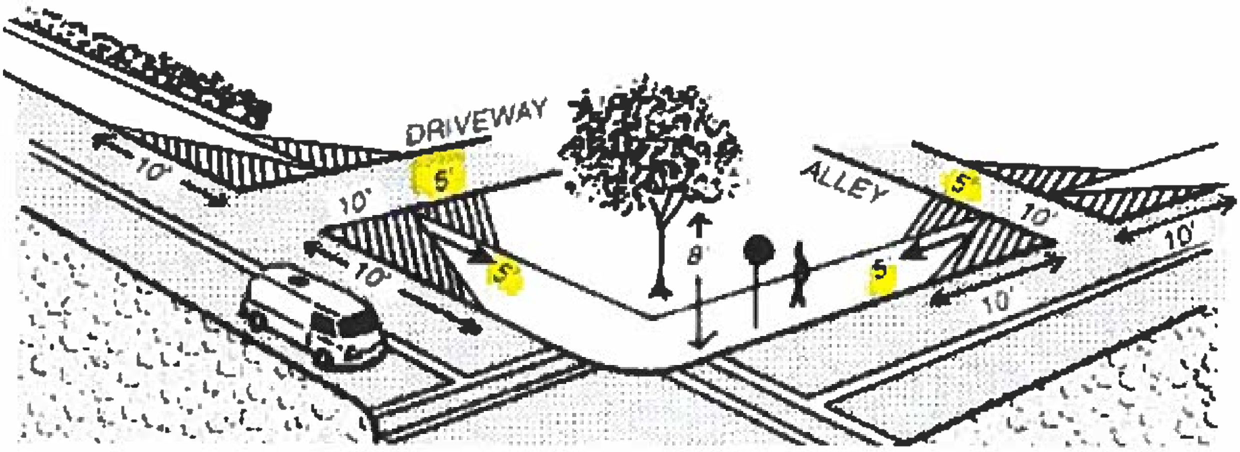
B. Intersection of Alleys or Driveways with Streets

The visibility triangle for intersections of alleys or driveways with streets is a triangle with ten foot sides extending from the intersection of the curb line but following the edge of the alley or driveway.



C. Intersection of Alleys or Driveways with Sidewalks

The visibility triangle for intersections of alleys or driveways with sidewalks is a triangle with five foot sides extending from the intersection formed using the edge of the sidewalk furthest from the street and the edge of the alley or driveway.



5. Delete all occurrences of the term "Parking District" from the Code (other than appropriate use of "Residential Parking Districts").

6. Revise certain aspects of Section 28-1001 (Off-Street Parking Requirements) as follows:

A. Revise the Parking Requirements as established in the Table in Section 28-1001.3 A, as follows:

	Use/Activity	Minimum Vehicle Spaces	Maximum Vehicle Spaces	Minimum Bicycle Spaces	Notes
	Residential Buildings				
1	Single-Family Detached	2 per du	--	--	
2	Single-Family Attached	2 per du	--	--	Off-street parking areas may be grouped in bays, either adjacent to streets or in the interior of the lot.
3	Any Middle Housing Type (except single-family attached/Townhome)	0.75 per du	~~1.0 per du~~		
4	Multifamily	1 per du	2 per du	0.5 per du	
5	Retirement Community	1 per 3 du	1.5 per du	--	Plus 1 space for any facility vehicles and plus parking for any offices, community centers, etc., per schedule below
6	Nursing Home/Domiciliary Care	0.3 per room	1 per room	--	

B. Revise the Parking Dimensional Requirements as established in Table 10.1, as follows:

Table 10.1

Angle	Minimum Stall Width (W)	Minimum Stall Length (L)	Minimum Aisle Width (Maneuvering Space) (A)
90°	9 feet	18 feet **	~~24~~ 25 feet
60°	9 feet	18 feet **	18 feet one-way 22 feet two-way
45°	9 feet	18 feet **	16 feet one-way 22 feet two-way
30°	9 feet	18 feet **	14 feet one-way 22 feet two-way
Parallel	8 feet	22 feet	16 feet one-way 22 feet two-way

** - *Vehicle Overhang: Up to two (2) feet of vehicle overhang into any planter area is allowed provided the planter is a minimum of six feet wide, in this situation the minimum required depth of the parking stall may be reduced by up to two 2 feet When utilizing this option, curbing shall be utilized at the edge of the paved area, rather than wheel stops.*

7. Increase the length of time that a nonconforming use becomes abandoned unless said use is disrupted due to repair or remodeling, per the following revision to Section 28-1201 E:

   E. Any non-conforming use, including the non-conforming use of a lot, parcel or structure that is discontinued or abandoned for a period of ~~six (6) months~~, one (1) year, shall not be resumed thereafter and any future use of lot, parcel, or structure shall conform to the provisions of this Ordinance. Any structure that is moved for any reason for any distance by the owner, shall be required to conform to the regulations for the zoning district in which it is located after it is moved. In the case of any dispute as to whether a non-conforming use is abandoned or discontinued, the burden of proof shall be upon the property owner.

8. Make the following updates/corrections to the Zoning Map:

   a. Waterside Village is indicated as CG rather than PUD
   b. Parcel on Creamery and another on Wrightson behind the Seafood Market/Deli are both shown as CG but should have been changed to CB in 2021 Update.
   c. Elliott Road Apartment site in now PUD
   d. Gannon Range site is now PUD

9. Fix confusing/conflicting language in one of the MW Architectural standards found in Section 28-312.4.4, as follows:

   ~~The~~ Retail uses on the ground floor shall be visible from and/or accessible to the street through the use of windows and doors on at least 50% of the length of the first floor street frontage. At least ~~6~~50% ~~or~~ but not more than 90% of the total surface area of the front elevation shall be in public entrances and windows (including retail display windows).

10. Update the reference in the MXW from the term LEED Bronze to LEED Certified, wherever it occurs.

11. Replace the term "Single-family attached" with the term "townhome."

12. Revise the internal illumination standards for signs as found in Section 28-1101.55 4 d, as follows:

    d. Internally illuminated signs are permitted in certain circumstances as follows:

i. Individual backlit letters which are silhouetted against a softly illuminated wall;

ii. Individual letters with translucent faces, containing soft lighting elements inside each letter and/or the company's logo; and

iii. Metal or faced box signs with cut-out letters and soft-glow fluorescent tubes.

iv. Translucent panel signs that are non rectangular in shape.

13. Update the sign provision regarding fuel prices, as found in Section 28-1101.6 H per the following:

H. Signs affixed to the top or sides of an operable fuel dispensing pump ~~shall not exceed three (3) square feet in area~~, per the standards of MD Code Business Regulation Section 10-315, provided such sign ~~and~~ shall only display instructional or price information, and shall not include advertising copy pertaining to any product, sale or promotion.

14. Add provisions to allow for Donation Centers (in addition to the Donation Bins currently permitted) as follows:

A. Define Donation Centers in Section 28-114 as:

Donation Center – A variation of a Donation Bin that is larger, equipped with lights and monitored via security camera 24 hours per day, seven days per week.

B. Revise the Supplemental Standards for Donation Bins (section 28-1007.4 A 3) as follows:

a. No person or other legal entity shall place or maintain any Donation Bin on the premises open to the public except when issued a permit by the Building Inspection Division in accordance with this section.

b. All Donation Bins shall be appropriately located so as not to interfere with sight triangles, on-site circulation, required setbacks, landscaping, parking and any other requirements that have been imposed as part of the site plan approval for the property, and shall be placed on a concrete or paved surface.

c. The Donation Bin shall be of a type that is enclosed by use of a receiving door and locked so that the contents of the bin may not be accessed by anyone other than those responsible for the retrieval of the contents.

d. The Donation Bin shall not cover a ground surface area in excess of thirty-one (31) square feet, nor be more than seven (7) feet in height.

e. Donation Bins must be maintained and kept in good repair. The Donation Bins area shall be maintained in a safe, orderly condition. Donation bins shall have no rust, peeling paint or graffiti. The areas around the Donation Bin must be kept clean and free of garbage and debris on the premises where the Donation Bin is located. Each Donation Bin shall be regularly emptied of its contents so that it does not overflow.

f. There shall be no more than two Donation Bins per property.

g. A permit for a Donation Bin shall be required. The permit shall be issued by the Building Inspection Division, but can only be granted in compliance with the following:

i. The Donation Bin is owned by a duly registered organization in good standing in the State of Maryland. The applicant shall submit a statement of declaration of whether the organization is "for profit" or "not for profit". A "not for profit" must submit proof of the organization's 501 c (3) designation and a "for profit" must submit proof of the organization's tax ID as well as name and address of the owner;
ii. Each for profit or duly registered non profit organization shall be permitted to have a maximum of eight (8) Donation Bins within the Town of Easton;
iii. The type, size and location of the Donation Bin comply with this subsection;
iv. The applicant submits a letter of authority/permission from the property owners upon which the Donation Bin is proposed to be located;
v. The name, address and telephone number of the organization is displayed on each Donation Bin;
vi. The general use of any donations or funds raised from the sale of the donations are displayed on each Donation Bin. If the organization is "for profit" the Donation Bin shall be labeled "For Profit" and "Not tax Deductible"; and
vii. All information required to be displayed on the Donation Bin shall be in lettering not smaller than one and a half (1.5) inches tall and must be in contrasting color with the background.

h. Applications for donation bins shall include contact information for the individual or organization responsible for addressing any maintenance issues.

C. Add Supplemental Standards for the newly created use, Donation Centers as Section 28-1007.4 A 4 (and renumber subsequent sections) as follows:

4. Donation Centers

a. Except as hereby modified, Donation Centers shall comply with all Supplemental Standards applicable to Donation Bins.

b. Donation Centers shall not cover a ground surface area in excess of one hundred sixty (160) square feet, nor be more than eight (8) feet in height, exclusive of equipment installed on top of the Donation Center.

c. The Donation Center shall be equipped with lights to provide a safe environment for any citizen who wishes to donate items after dark.

d. The Donation Center shall be equipped and maintained in working condition with 24/7 video monitoring.

e. The Donation Center shall be attended and/or serviced by the organization operating the Donation Center at least three times per week.

f. The Donation Center may not occupy more than four off-street parking spaces.

g. Donation Centers shall be placed on the property of vacant businesses or the parking area of businesses with a clearly demonstrable excess of parking. Such Centers may also be located outside of parking lots on such sites. In either case, such Centers shall be located so as to not interfere with traffic and circulation of the establishment.

h. Donation Centers established at the site of vacant businesses shall cease to operate at said site within 30 days of the Application of a Use and Occupancy permit for the property, unless the new business owner agrees to the continuation of the Donation Center and can demonstrate that the locational criteria specified in item g above will continue to be satisfied.

i. There shall be no more than one (1) Donation Center within a one (1) mile radius.

j. Any given property may have one (1) Donation Center or two (2) Donation Bins.

D. Amend the Table of Permissible Uses to add new use 604 (and renumber subsequent uses), Donation Center*, and specify that it is a use permitted via Special Exception in the CB, CG, CL, BC, and I Zoning Districts and prohibited in all remaining Zoning Districts.

15. Clarify acceptable driveway/parking materials by revising Section 28-1001.2 E,, as follows:

E. All off-street parking facilities shall be constructed of dust-free materials, have a surface resistant to erosion, drained so as to prevent damage to abutting properties or public streets, and maintained properly by the owner. Dust free material shall include concrete or bituminous surface.

Semi-pervious materials, such as permeable pavers, porous asphalt, porous concrete, grass-crete, or gravel-crete may be be used for:

- residential driveways
- vehicle storage areas
- designated employee parking areas
- parking spaces provided in excess of the maximum parking requirement (subject to an approved Parking waiver).
- Any other parking or maneuvering space may utilize semi-pervious materials subject to Planning Commission approval.

All off-street parking areas shall be constructed in accordance with the construction specifications as may be developed and maintained by the Town Engineer. Surfaces in areas designated as accessible parking and/or accessible pedestrian paths shall meet all applicable federal and State of Maryland standards.

16. Change the effective length of approval of Historic District Certificates of Appropriateness from six months to two years, specified in Section 28-601 E 3 ii and iii as follows:

ii. For applications that require a building permit but for which none is issued, this Certificate of Appropriateness shall lapse ~~six (6) months~~ two (2) years after its issuance.

iii. In the event a Building Permit is not required, the Certificate of Appropriateness shall lapse ~~six (6) months~~ two (2) years from its issuance if substantial work is not underway. For good cause shown, this period may be extended by the Commission.

17. Expand the options available for single family detached and duplex units to satisfy their off-street parking requirements by modifying Section 28-1001.2 J, as follows:

J. Single-family and duplex units may satisfy their off-street parking requirements utilizing any combination of the following options:

(1) A driveway ten (10) feet wide and thirty-five (35) feet long shall be deemed sufficient parking space, for single family or each unit in a duplex.

(2) Space within a structure (e.g.,a garage or carport) may be used towards the satisfaction of the parking requirement provided that a parking apron that is at least as wide as the structure and extends a minimum of 20' away from the structure, is constructed immediately adjacent to said structure.

(3) A parking pad of at least 9' x 18' per space is provided on-site.

(4) Any other arrangement deemed acceptable by the Planning Commission and requested and approved by the applicant at the time of Site Plan or Subdivision approval.

18. Clarify the intent of Section 28-1001. 2 D that generally prohibits off-street parking which requires cars to back onto a public street, to indicate that it is based on the street type rather than the use, as follows:

D. All off-street parking spaces~~, other than for a single family or duplex dwelling,~~ which requires vehicles to back into any ~~public~~ road, street or highway, other than a residential street (as classified by the Easton Subdivision Regulations) are prohibited.

19. Clarify that the exceptions to setback requirements are not permitted when such an exception would also permit an intrusion upon an easement by adding prefatory language to Section 28-1006, per:

SECTION 28 – 1006 OTHER EXCEPTIONS TO SETBACK REQUIREMENTS

Provided they do not encroach upon any recorded easements, the following features may project into required setbacks as hereinafter set forth.

20. **Provide additional differentiation criteria for single family homes -** Revise the current Supplemental Standards for Single Family Detached home differentiation (Section 28-1007.1 1 16 c and d) to allow for more options for satisfying the standard, as follows:

c. Calculations of Differences in Appearance

1. Differences in bulk and massing shall be reviewed for two (2) lots on either side of the proposed unit on the same side of the street.

2. Where lots are interrupted by an intervening street, parkland or similar feature of at least fifty (50) feet in width, no review shall be necessary.

3. The proposed unit shall be considered different from any vacant lot for which no building permit has been issued without requiring further documentation.

d. Differentiation

The proposed unit shall differ from each other house in at least ~~two (2) of the five~~ four (4) of the ten (10) criteria listed below, unless the units differ with respect to the number of full stories (#2) then only #2 is required.

1. The unit is a different housing type.

   a. Single-family detached;

   b. Zero lot line (where allowed);

   c. Single-family attached; or

   d. Single-family detached rotated ninety (90) degrees (i.e. the narrower façade fronts the street as opposed to the wider façade).

2. The unit differs in the number of full stories.

3. The unit is served by a different type of garage.

   a. Front-load garage;

   b. Side-load garage;

   c. Rear-load garage;

   d. Detached garage;

   e. Carport; or

f. No Garage.

4. The unit has a different roof type

   a. Gable

   b. Hip;

   c. Gambrel

   d. Mansard;

   e. Roof types a through d rotated ninety (90) degrees; or

   f. Flat.

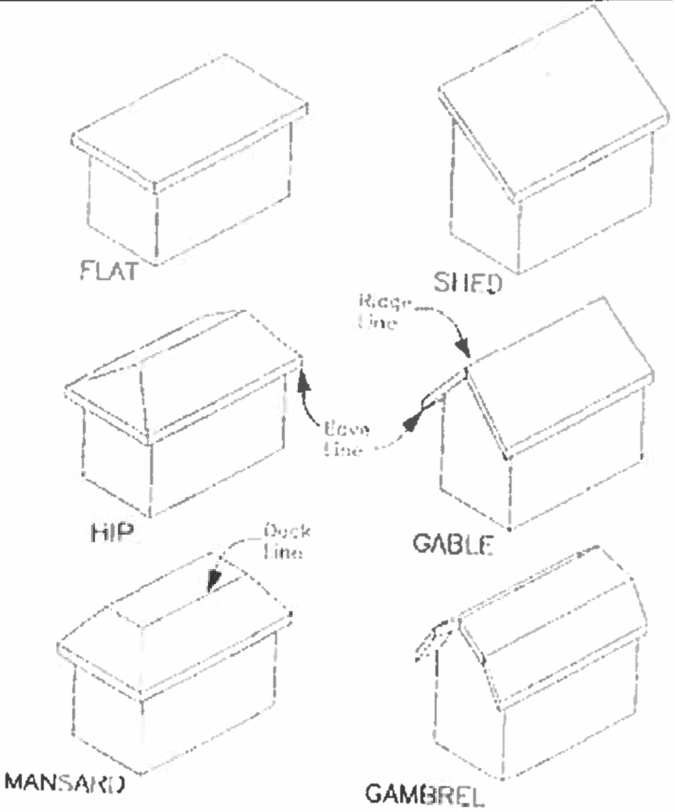


Figure 10.1 Sample Roof Types

5. The unit has variation in the articulation of the front façade.

   a. Garage setback from the front façade of at least four (4) feet;

b. Covered, open walled porch of at least six (6) feet in depth extending at least thirty-three (33) percent of the width of the front façade; or

c. Other articulation of the front façade at least four (4) feet in depth, extending at least thirty-three (33) percent of the width of the front façade.

6. The units have different cladding materials.
7. The units utilize different window sizing and groupings.
8. The units differ in the number of dormers.
9. The unit includes the addition of a bay window that projects a minimum of one foot from the front wall, as measured from the ground up.
10. There is a change of roof pitch of at least two units of change as measured by a roof's vertical rise over its horizontal span (e.g., 6/12 pitch to 8/12 pitch) between units.
11. Although not required, differentiation in color between adjacent homes is strongly encouraged.

21. Re-establish a required plat note that was inadvertently deleted from the most recently adopted Subdivision Regulations by adding the following provision to Section 409 (e) (1) of the Subdivision Regulations:

j. A UTILITIES DISTRIBUTION RIGHT-OF-WAY AND EASEMENT IS HEREBY DEDICATED TO THE TOWN OF EASTON IN AND OVER STRIPS OF LAND TEN (10) FEET IN WIDTH ALONG THOSE BOUNDARY LINES CONTIGUOUS TO ANY STREET OR ALLEY AND FIVE (5) FEET IN WIDTH ON EACH SIDE OF SIDE LOT LINES.

Town of Easton
Engineering, Planning and Zoning
14 South Harrison Street, Easton, MD 21601

RECEIVED
SEP 19 2025
TOWN OF EASTON

Petition for Annexation Application

Property Information						
Property Size	Acres	34.167	Square Feet			
Current Land Use			Proposed Land Use	Industrial		
Address	East Kennedy Street, Nixon Drive, Reagan Drive East of Route 50					
Tax Map	0025	Grid	0012	Parcel	52 + 145	Lot(s)
Deed Refernce:	Liber	2114	Folio	236		
Plat Reference:	Liber	83	Folio	192 + 242		
Current Country Zoning District		LI	Requested Town Zoning District	I		

Town of Easton Comprehensive Plan Priority Designation *(circle)* 1 2 3

Property Owner			
Owner Name	Norris E. Taylor Contractors, Inc.; Jeffrey H. Goodman, Patricia J. Goodman		
Mailing Address	c/o Jeffrey H. Goodman, 9397 Mt. Vernon Circle, Alexandria VA 22309		
Telephone No.	703-780-9058	Email	Jeff.Goodman@gmail.com

Agent Information			
Agent Name	Michael J. Kopen Esq	License No.	
		Expiration Date	
Mailing Address	8 Goldsborough St, Easton MD 21601		
Telephone No.	410-822-3900	Email	Kopen@goeaston.net

ALL OF THE ITEMS ARE REQUIRED TO BE FILED SIMULTANEOUSLY FOR A COMPLETED APPLICATION
(check if included)

- ☑ Petition for Annexation (Needs to be signed by 25% of person who reside in the area to be annexed and who are registered voters and owners of 25% of assessed value of area to be annexed. Can also do by ballot vote ahead of time and initiation of resolution by Town.)
- ☑ An application fee of $15,000 shall be paid to the Town of Easton. Please Note that the fee collected is a deposit only and that additional fees may be required.
- ☐ The applicant must sign a Town Reimbursement Agreement to ensure all fees, costs, and expenses incurred by the Town in excess of the application fee amount will be reimbursed.
- ☑ Metes and bounds description for property
- ☑ Plats of property which shall include 2 mylar and 8 paper copies.
- ☑ Proposed Annexation Resolution, Proposed Ordinance for Zoning, Proposed Annexation Plan, and Proposed Annexation Agreement.
- ☐ If Special Tax District proposed a Resolution to Create Special Tax District shall be required.
  -Need consent of owners of 2/3 of assessed value of area, plus 2/3 of number of different property owners.
  Can also do by ballot vote ahead of time and initiation of resolution by Town.

Any modifications during review shall warrant an updated application.

I do hereby solemnly declare and affirm that the information provided by this application and the documents attached hereto accurately represent the conditions of the request and that submission of an incomplete application will be returned for correction prior to processing.

Signature of Applicant or Agent	Jeffrey Goodman
Date	9/16/2025
Printed Name of Applicant or Agent	JEFFREY GOODMAN

For Office Use Only

Application No.	2025-1568		Fee Paid	09/19/2025
Date Resolution Introduced to Town Council				
Planning Commission Meeting		TBD	Positive Recommendation to Council? Y ☐ N ☐	
Town Council Public Hearing			Is a Zoning Waiver Required? Y ☐ N ☐	
Resolution Enactment Date			Resolution Effective Date	
ESDR Y / N Date	10/22/2025			*Revised 2-2020*

Page 2 of 2

EXHIBIT B

Lane Engineering, LLC
Established 1986

Civil Engineers • Land Planning • Land Surveyors

15 Washington Street
Cambridge, Maryland 21613
Tel 410-221-0818

117 Bay Street
Easton, Maryland 21601
Tel 410-822-8003
Fax 410-822-2024

354 Pennsylvania Avenue
Centreville, Maryland 21617
Tel 410-758-2095

ANNEXATION DESCRIPTION
ON THE LANDS OF
NORRIS E. TAYLOR CONTRACTORS, INC.,
JEFFERY H. GOODMAN
AND PATRICIA T. GOODMAN
IN THE FIRST ELECTION DISTRICT
TALBOT COUNTY, MARYLAND

June 26, 2025

All that piece, parcel or tract of land situate, lying and being in the First Election District, Talbot County, Maryland, and being more particularly described as follows.

Beginning for the same at an iron rod found on the existing Town of Easton boundary, said point also being North 89 degrees 41 minutes 26 seconds West 210.06 from the easterly side of the public right of way known as Ocean Gateway (150-foot-wide right-of-way) as delineated on a plat titled "Annexation 2017 Town of Easton on the lands of JDOLIVER LLC" recorded among the Land Records of Talbot County, Maryland in Plat Book 86, Folio 12, and from said point of beginning and running in the meridian of the Maryland State Coordinate System NAD 83 (2011), and by and with said easterly line of ADBMD, LLC (Liber 3127, Folio 38) lands the following course and distance

(1) North 00 degrees 20 minutes 08 seconds West, 100.30 feet to an iron rod at the northeast corner of said lands of ADBMD, LLC and the southeastern boundary of the lands of ADBMD, LLC (Liber 3009, Folio 252); thence continuing

(2) North 00 degrees 20 minutes 08 seconds West, 133.80 feet to a point on the lands of ADBMD, LLC (Liber 3009, Folio 288) as delineated on a plat titled "Survey on the lands of William J. Yeager" recorded among the aforesaid Land Records in Plat Book 73, Folio 31; thence

(3) South 70 degrees 14 minutes 39 seconds East, 1837.25 feet to a concrete monument on the lands of the State of Maryland; thence running with the lands of the State of Maryland the following three courses and distances

(4) South 32 degrees 40 minutes 21 seconds West, 250.65 feet to a point on the northern side of a 50' wide private right of way "Reagan Drive"; thence

(5) South 32 degrees 32 minutes 12 seconds West, 59.08 feet to a point on the southern side of the aforementioned "Reagan Drive"; thence

(6) South 32 degrees 40 minutes 21 seconds West, 1252.17 feet to a point at the northern edge of a 50' wide public right of way "East Kennedy Street"; thence running with the northern edge of said "East Kennedy Street" the following two courses and distances

(7) North 89 degrees 05 minutes 22 seconds West, 460.00 feet to a point; thence

(8) North 89 degrees 05 minutes 57 seconds West, 49.77 feet to a point on the western side of a 50' wide private right of way "Nixon Drive" and the southeastern corner of the lands of Talbot Commercial Rentals, LLC (Liber 2594, Folio 160) as delineated on a plat titled "Part of the Land of Curtis H. Jones" recorded among the aforesaid Land Records in Plat Book 23, Folio 100; thence with the western side of "Nixon Drive" and the eastern line of said Talbot Commercial Rentals, LLC

(9) North 00 degrees 19 minutes 43 seconds West, 200.00 feet to a point; thence

(10) North 86 degrees 58 minutes 33 seconds West, 100.00 feet to a point; thence

(11) South 00 degrees 15 minutes 33 seconds East, 200.00 feet to a point on the north side of said "East Kennedy Street"; thence

(12) North 88 degrees 25 minutes 14 seconds West, 225.16 feet to a point at the southeastern corner of the lands of CMM Investments, LLC (Liber 1710, Folio 434) as delineated on a plat titled "Revision of Boundary Lines Between the Lands of The Premier Corporation and Norris E. Taylor Contractors, INC." recorded among the aforesaid Land Records in Plat Book 81, Folio 199; thence

(13) North 00 degrees 15 minutes 33 seconds West, 284.25 feet to a point on the south side of the lands of Lighthouse Marine & Engine Service INC. (Liber 958, Folio 901); thence with said lands of Lighthouse Marine & Engine Service INC. for the following two courses

(14) North 89 degrees 44 minutes 27 seconds East, 150.00 feet to a point; thence

(15) North 00 degrees 15 minutes 33 seconds West, 200.00 feet to a point on the south side of the lands of DFE Family Limited Partnership (Liber 2253, Folio 102) as delineated on a plat titled "Part of the Land of Talbot Warehousing INC." recorded among the aforesaid Land Records in Plat Book 1, Folio 66B; thence

(16) North 89 degrees 44 minutes 27 seconds East, 174.52 feet to a concrete monument found on the east side of said "Nixon Drive"; thence crossing said "Nixon Drive"

(17) North 86 degrees 48 minutes 35 seconds East, 49.72 feet to a point on the west side of the lands of United Parcel Service INC. (Liber 2117, Folio 205); thence with the lands of said United Parcel Service INC. for the following five courses

(18) North 89 degrees 39 minutes 32 seconds East, 446.60 feet to a point; thence

(19) North 00 degrees 20 minutes 28 seconds West, 300.00 feet to a point; thence

(20) South 89 degrees 39 minutes 32 seconds West, 291.60 feet to a point; thence

(21) North 00 degrees 20 minutes 28 seconds West, 130.00 feet to a point; thence

(22) South 89 degrees 39 minutes 32 seconds West, 155.00 feet to a point on the east side of said "Nixon Drive; thence crossing said "Nixon Drive"

(23) South 89 degrees 38 minutes 57 seconds West, 49.73 feet to a point on the west side of said "Nixon Drive" and the east side of the lands of said DFE Family Limited Partnership; thence

(24) North 00 degrees 21 minutes 03 seconds West, 114.88 feet to a point on the south side of said "Reagan Drive" and the north side of said lands of DFE Family Limited Partnership; thence

(25) South 89 degrees 55 minutes 27 seconds West, 236.86 feet to a point; thence crossing said "Reagan Drive"

(26) North 00 degrees 04 minutes 33 seconds West, 49.86 feet to a point at the southeast corner of the lands of Sharpe Gas INC. (Liber 2044, Folio 492); thence

(27) North 00 degrees 03 minutes 38 seconds West, 99.02 feet to an iron pipe found on the south side of the lands of Kenneth A. Morgan, JR and Emma J. Morgan (Liber 897, Folio 667) as delineated on a plat titled "Map of West Galloway Lot" recorded among the aforesaid Land Records in Plat Book 12, Folio 1; thence with said lands of Kenneth A. Morgan, JR and Emma J. Morgan for the following two courses

(28) North 89 degrees 58 minutes 30 seconds East, 236.56 feet to an iron pipe found; thence

(29) North 00 degrees 29 minutes 35 seconds West, 200.13 feet to an iron pipe found on the south side of said lands of JD Oliver, LLC; thence with said lands of JD Oliver, LLC for the following two courses

(30) North 00 degrees 31 minutes 20 seconds West, 300.00 feet to an iron pipe found; thence

(31) North 89 degrees 56 minutes 43 seconds East, 363.85 feet to the Place of Beginning, containing 34.167 Acres of Land, more or less, and

The above parcel is intended to be all of the same land, as shown as Total Area of Annexation on a plan entitled "Annexation Plat on the lands of Norris E. Taylor Contractors, INC, Jeffery H. Goodman and Patricia T. Goodman" as prepared by Lane Engineering, LLC, on June 25, 2025, I hereby certify that these documents were prepared by me or under my responsible charge and complies with requirements as set forth in regulation 09.13.06.12, and that I am a duly licensed professional land surveyor under the laws of the State of Maryland, License No. 21986, and, subject to biennial renewal, my current expiration date is August 26, 2026

06/26/2025

Christopher John Valltos
Registered Professional Land Surveyor
Maryland Registration Number 21986

STATE OF MARYLAND
CHRISTOPHER J. VALLTOS
21986
PROFESSIONAL LAND SURVEYOR

www.leinc.com
general@leinc.com

EXHIBIT A

VICINITY MAP
SCALE: 1" = 1,000'
SITE
REAGAN STREET
EAST KENNEDY STREET
REVISIONS
No. DATE DESCRIPTION BY
TAX MAP 25, PARCEL 168 N/F ADBMD, LLC DEED: 3009/252 ZONING: GC
TAX MAP 25, PARCEL 167 N/F ADBMD, LLC DEED: 3127/38 PLAT: 92/82 ZONING: GC
TAX MAP 25, PARCEL 48 N/F ADBMD, LLC DEED: 3009/288 PLAT: 73/31 ZONING: LI
TAX MAP 25, PARCEL 241 N/F JD OLIVER, LLC DEED: 2687/465 PLAT: 86/12 ZONING: LI
TAX MAP 25, PARCEL 178 N/F KENNETH A. MORGAN, JR & EMMA J. MORGAN DEED: 897/667 PLAT: 12/1 ZONING: LI
TAX MAP 25, PARCEL 37 N/F SHARP GAS INC. DEED: 2044/492 ZONING: GC
TAX MAP 25, PARCEL 49 N/F DFE FAMILY LIMITED PARTNERSHIP DEED: 2253/102 PLAT: 1/688 ZONING: LI
TAX MAP 25, PARCEL 111 N/F UNITED PARCEL SERVICE INC DEED: 2117/205 ZONING: LI
TAX MAP 25, PARCEL 109 N/F LIGHTHOUSE MARINE & ENGINE SERVICE INC. DEED: 958/901 ZONING: GC
TAX MAP 25, PARCEL 91 N/F CMM INVESTMENTS, LLC DEED: 1710/434 PLAT: 81/199 ZONING: GC
TAX MAP 25, PARCEL 33 N/F TALBOT COMMERCIALS RENTALS, LLC DEED: 2594/160 PLAT: 23/100 ZONING: LI
TAX MAP 25 N/F STATE OF MAYLAND ZONING: LI
NORRIS E. TAYLOR CONTRACTORS, INC., JEFFREY H. GOODMAN, AND PATRICIA T. GOODMAN TAX PARCEL 145 AREA: 15.878 AC.± DEED: 2114/236
NORRIS E. TAYLOR CONTRACTORS, INC., JEFFREY H. GOODMAN, AND PATRICIA T. GOODMAN TAX PARCEL 52 AREA: 18.289 AC.± DEED: 2114/236
OCEAN GATEWAY - MD ROUTE 50 150' WIDE PUBLIC RIGHT-OF-WAY (SHA PLAT 45541)
REAGAN DRIVE 50' WIDE PRIVATE RIGHT-OF-WAY (PLAT: 83/192)
NIXON DRIVE 50' WIDE PRIVATE RIGHT-OF-WAY (PLAT: 83/242)
EAST KENNEDY STREET 50' WIDE PUBLIC RIGHT-OF-WAY (PLAT: 83/242)
EXISTING TOWN BOUNDARY
PROPOSED TOWN OF EASTON BOUNDARY
TALBOT COUNTY
POB
N 89°56'43" W 363.85'
N 00°20'08" W 234.10' (TOTAL)
133.80'
100.30'
S 70°14'39" E 1837.25'
N 00°31'20" W 300.00'
N 00°29'35" W 200.13'
N 89°58'30" E 236.56'
N 00°03'38" W 99.02'
N 00°04'33" W 49.86'
S 89°55'27" W 236.86'
N 00°21'03" W 114.88'
S 89°38'57" W 49.73'
S 89°39'32" W 155.00'
N 00°20'28" W 130.00'
S 89°39'32" W 291.60'
N 00°20'28" W 300.00'
N 89°39'32" E 446.60'
N 86°48'35" E 49.72'
174.52'
N 89°44'27" E
N 00°15'33" W 200.00'
N 89°44'27" E 150.00'
N 00°15'33" W 284.25'
N 88°25'14" W 225.16'
N 86°58'33" W 100.00'
S 00°15'33" E 200.00'
N 00°19'43" W 200.00'
N 89°05'57" W 49.77'
N 89°05'22" W 460.00'
S 32°40'21" W 1252.17'
S 32°32'12" W 59.08'
S 32°40'21" W 250.63'
TOTAL AREA OF ANNEXATION:
TAX PARCEL 52: 18.289 AC.±
TAX PARCEL 145: 15.878 AC.±
TOTAL: 34.167 AC.±
LEGEND
COMPUTED POINT
IRON ROD FOUND
CONCRETE MONUMENT FOUND
EXISTING TOWN BOUNDARY
PROPOSED ANNEXATION
SCALE IN FEET
100 50 0' 50 100 200
NAD 83 (2011) MD COORDINATE SYSTEM
SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, AND COMPLIES WITH THE REQUIREMENTS AS SET FORTH IN REGULATION 09.13.06.12, AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 21986, AND, SUBJECT TO BIENNIAL RENEWAL, MY CURRENT EXPIRATION DATE IS AUGUST 26, 2026.
CHRISTOPHER JOHN VALLTOS
REGISTERED PROFESSIONAL LAND SURVEYOR
MARYLAND REGISTRATION No. 21986
LANE ENGINEERING, LLC
117 BAY STREET
EASTON, MARYLAND 21601
09/03/2025
DATE
Lane Engineering, LLC
Established 1986
Civil Engineers • Land Planning • Land Surveyors
E-mail: general@leinc.com
117 Bay St. Easton, MD 21601 (410) 822-8003
15 Washington St. Cambridge, MD 21613 (410) 221-0818
354 Pennsylvania Ave. Centreville, MD 21617 (410) 758-2095
SEAL
STATE OF MARYLAND CHRISTOPHER J. VALLTOS 21986 PROFESSIONAL LAND SURVEYOR
09/03/2025
DATE
ANNEXATION PLAT
TOWN OF EASTON
ON THE LANDS OF NORRIS E. TAYLOR CONTRACTORS, INC.
IN THE FIRST ELECTION DISTRICT
TALBOT COUNTY, MARYLAND
TAX MAP 25, GRID 12, PARCEL 52 & 145
ISSUED FOR: DATE: BY:
AGENCY REVIEW 05/16/25 TWG
AGENCY REVIEW 06/26/25 TWG
AGENCY REVIEW 09/03/25 TWG
SHEET No. 1 OF 1
DATE: 05/16/25
SCALE: AS NOTED
JOB No. 250085
FILE No. 1316
© LANE ENGINEERING, LLC

KOPEN & COLLISON, LLP
ATTORNEYS AT LAW
8 GOLDSBOROUGH STREET
POST OFFICE BOX 1028
EASTON, MARYLAND 21601
Telephone: (410) 822-3900

MICHAEL J. KOPEN
DOUGLAS A. COLLISON

E-Mail
kopen@goeaston.net
dcollison@goeaston.net
Facsimile (410) 822-8854

September 19, 2025

HAND DELIVERED
The Honorable Mayor and Town Council
Town of Easton
Town Office
14 S. Harrison Street
Easton, MD 21601

Re: Petition for Annexation of 34.167 acres +/-
Parcels owned by Norris E. Taylor Contractors, Inc.,
Jeffrey H. Goodman, and Patricia T. Goodman

Dear Mayor and Council Members:

I represent Norris E. Taylor Contractors, Inc., Jeffrey H. Goodman, and Patricia T. Goodman, the owners of two adjoining tracts of land (Tax Map 25, Parcels 52 and 145) consisting of 34.167 acres, more or less, east of Route 50, and adjacent to East Kennedy Street, and adjoining the existing boundaries of the Town of Easton.

Forwarded along with this letter are a Petition for Annexation Application, a check for the application fee of $15,000.00, a metes and bounds description of the subject property, proposed Annexation Resolution, proposed Ordinance for Zoning, proposed Annexation Plan, and proposed Annexation Agreement. No registered voters in Talbot County reside on the subject property.

The subject property is currently undeveloped and zoned Limited Industrial (LI) by Talbot County, and the owners request Industrial (I) zoning classification by the Town.

The purpose of this letter is to request the introduction by the Town Council of a resolution annexing the 34.167 acres +/- shown on the enclosed annexation plat into the Town of Easton, and establishing an Industrial (I) zoning classification for the subject property.

If additional information is needed, please do not hesitate to contact me.

Very truly yours,

Michael J. Kopen

MJK/mlp
Enclosures

PROCLAMATION

WHEREAS, 2025 marks the 100th Anniversary of the Talbot County Free Library; and

WHEREAS, throughout the years, Talbot County Library has exhibited its leadership role in this community by hosting numerous events for children, teens and adults; and

WHEREAS, Talbot County Library's long line of accomplishments is deserving of a public expression of appreciation; and

WHEREAS, the Director, staff and volunteers have faithfully and honorably adhered to their purposes by providing community assistance whenever needed, willingly giving both time and talents to make this community a better place for one and all; and

WHEREAS, a Centennial Celebration has been planned to celebrate the 100th Anniversary of the Talbot County Free Library which is inspired by their roots while investing in their future.

NOW, THEREFORE, I, Megan Cook, Mayor of the Town of Easton do hereby proclaim,

Talbot County's Free Library Centennial Celebration

in the Town of Easton, extending the Mayor and Council's recognition of the outstanding contributions and services to our community with our best wishes for many more years of continued success.

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

____

Megan JM Cook
Mayor

Attest

____

Kathy M. Ruf, Town Clerk

SEAL:

MD Two Fifty Commission: Citizen Academy small grant program
Deadline: October 18, 2025
Grant applicant: Talbot County Free Library

Summary Questions:

Briefly describe the overall vision and type of citizen academy planned (general, planning, public safety, intergenerational, etc.)

The Community Academy is a program hosted by the Talbot County Free Library. The library would like to partner with Talbot County and the Town of Easton to give community members insight into how local government makes decisions, allocates resources and to get a close-up look at services provided. Participants in the Community Academy will:

- Meet with elected officials and learn about issues involving the governing body.
- Learn how local governments cooperate with one another.
- Learn about the services individual departments and agencies provide
- Learn about the budget process.
- Tour operational departments and meet staff.
- Discover volunteer opportunities and how they might get involved

The Community Academy increases local government transparency, accessibility and improves civic engagement. This is a great opportunity for residents to learn about what our County and town do directly from its staff and to visit various facilities. We hope the Academy answers questions, improves people's connection to our local governments and instills a desire among participants to serve as a volunteer and participate in local government.

These programs have also been known to build local community leaders, ambassadors, and volunteers. The classes would run once a month for 10 months in 2026 during the 250th anniversary of our country. Some sessions may involve a field trip, such as to a public works site. Facility visits can give attendees an insider's view on how a specific department operates, and the chance to speak directly to staff.

Briefly describe the goals of your community academy.

Our goals for the Community Academy include:

Goal 1: Participants will increase their knowledge and future participation in local government planning by becoming an informed member of the community.

Goal 2: Participants will increase their knowledge and future participation in local government planning by becoming community advocates who will effectively participate and inspire others to participate in the planning process. Participation and inspiration can include providing information to local clubs, civic organizations, and political groups whereby these community advocates inspire others to become informed and involved.

Goal 3: Participants will increase their knowledge and future participation in local government by becoming volunteer board/commission/committee members who are empowered to make recommendations/decisions for the government,

Goal 4: Participants will increase their knowledge and participation in local government by becoming aspiring elected officials who will continue to guide County or Town Government

Anticipated citizen academy launch date, schedule, and timeline. *

The Community Academy would begin in February 2026 and would meet monthly through November 2026. Specific dates and class topics will be selected based on instructor/staff availability.

Do you anticipate any partnerships in delivery of this citizen academy?

We anticipate possibly partnering with the local governments of Talbot County and the Town of Easton. We will be asking both the County and the Town to provide staff to help lead the classes on Citizen Academy topics such as Administration, Planning and Zoning, Public Safety, Parks and Recreation, Health and Social Services, Budget and Finance, Economic Development, Emergency Services, Other Services, and community history. We will also ask our local government partners to help us promote the Community Academy.

CHESAPEAKE
CREATIVE WELLNESS
INC

Through a peer counseling model, Chesapeake Creative Wellness provides free art and music lessons to those who struggle with PTS and anxiety related issues. Nothing clinical or medical, just a friendly understanding of how music and the arts help us to manage emotions and sort out our thoughts. There are no fees associated with our in studio activities and we also offer onsite activities to businesses and organizations. We are proud to work with any professional or economic background. Come learn how music and the arts allow us to express feelings and address our experiences.

WHAT WE OFFER:

- PEER SUPPORT IN A SAFE ENVIORNMENT.
- MUSIC LESSONS, SESSIONS AND ENTERTAINMENT.
- ART LESSONS, COMMUNITY PROJECTS AND TOURS.
- THEATRE AND DANCE CLASSES, EVENT PARTICIPATION.
- AND EVENT ATTENDANCE WITH SERVICES AVAILABLE AT EACH LOCATION.

FOR MORE INFORMATION PLEASE CONTACT US AT:

MYCREATIVEWELLNESS.ORG

CHESAPEAKE
CREATIVE WELLNESS
INC

ABOUT US -

We have all had trauma in our lives. If it's from a serious injury, domestic violence, fire, crime or something that happened while serving our nation. We all have trauma. Nineteen percent of us deal with anxiety issues and another six percent are coping with PTS (Post Traumatic Stress). That's one of every 4 people suffer from these mental health issues. While music and art activities do not offer a cure for any mental health issues, music and artistic activities may be particularly effective aids for dealing with PTS and anxiety related issues because they offer a sensory means to address traumatic memories. Numerous clinical studies demonstrate how musical and artistic activities are effective in helping traumatized individuals through their healing journey. Chesapeake Creative Wellness Inc. Is a component fund of Chesapeake Charities, Inc., a 501(C)(3) non Profit organization registered with the state of Maryland. Donations are tax deductable to the fullest extent allowed.

"Music Therapy was effective in reducing anxiety and depression levels in Generalized Anxiety Disorder patients"

-Amy Green-

FOR MORE INFORMATION PLEASE CONTACT US AT:

MYCREATIVEWELLNESS.ORG

TOWN OF EASTON

Public Hearing - ORDINANCE NO. 840

Tuesday, September 2, 2025 – 5:35 PM

The Council of the Town of Easton will conduct a Public Hearing on *Tuesday*, September 2, 2025 at 5:35 P.M. in the Council Meeting Room, 14 South Harrison Street, to receive comments on Ordinance No. 840, “AN ORDINANCE OF THE TOWN OF EASTON AMENDING CHAPTER 2 OF THE TOWN OF EASTON CODE TO ADD CAMPAIGN FINANCE PROVISIONS.”

The public is hereby invited to provide comments on this scheduled public hearing. Said comments may either be submitted in writing at any time during normal business hours (8:30 AM to 4:00 PM) prior to the public hearing or may be directed to the Council at the public hearing on September 2, 2025.

Persons wishing to attend or participate in the public hearing who require special accommodations or assistance because of a disability should contact the Town Clerk, Kathy Ruf at the Town Office, telephone number: 410-822-2525 during normal business hours by 12:00 noon August 29, 2025.

Kathy M. Ruf
Town Clerk

Note to Star Democrat: Please publish the above ad in the Wednesday, August 27, 2025 issue of the Star Democrat and send a Certificate of Publication to: Town Clerk, Town of Easton, P.O. Box 520, Easton, MD 21601.

APG Media of Chesapeake, LLC **09/21/25**

3089369

29088 Airpark Drive
Easton, MD 21601

CERTIFICATE OF PUBLICATION

STATE OF : MARYLAND
COUNTY OF: Talbot County

This is to certify that the annexed legal advertisement has been published in the publications and insertions listed below. "2025-10-06 Ord 844 Budget Amend..." **was published in the:**

The Star Democrat 09/20/25

James F. Normandin
President & Publisher

TOWN OF EASTON
NOTICE OF PUBLIC HEARING
October 6, 2025 - 5:35PM

The Town of Easton will conduct a Public Hearing to obtain the views of citizens regarding Ord. 844, "AN ORDINANCE OF THE TOWN OF EASTON AMENDING THE TOWN BUDGET FOR FISCAL YEAR 2025/2026."

The public is hereby invited to provide comments on this scheduled public hearing. Said comments may either be submitted in writing at any time during normal business hours (8:30 AM to 4:00 PM) prior to the public hearing or may be directed to the Council at the public hearing on October 6, 2025.

Persons wishing to attend or participate in the public hearing who require special accommodations or assistance because of a disability should contact the Town Clerk, Kathy Ruf at the Town Office, telephone number: 410-822-2525 during normal business hours by 12:00 noon October 3, 2025.

Kathy M. Ruf
Town Clerk

3089369 SD 9/20/2025

MEMORANDUM OF AGREEMENT – EASTON VILLAGE ON THE TRED AVON COMMUNITY ASSOCIATION, INC.

THIS MEMORANDUM OF AGREEMENT (this "MOA") is made this ______ day of ________________________ 2025, by and among the Town of Easton, a Maryland municipal corporation (the "Town"), and Easton Village on the Tred Avon Community Association, Inc., a Maryland non-stock corporation (the "HOA") (collectively, the "Parties").

RECITALS

WHEREAS, the Town owns or will own an 8.839 acre parcel of land designated as "OPEN SPACE/TOWN PARK (PARCEL Q)" on a plat ("Subdivision Plat") titled "FINAL PLAT PHASE 1, SUBDIVISION OF LOT 16, RATCLIFFE FARM, EASTON VILLAGE, ON THE TRED AVON RIVER, IN THE TOWN OF EASTON, TALBOT COUNTY, MARYLAND, TAX MAP 34, GRID 8, PARCEL 126" prepared by Lane Engineering, Inc., dated August 10, 2005, and recorded among the Plat Records of Talbot County, Maryland in Plat Book MAS 81, pages 616-623, known as Vickers Park ("Vickers Park"), TOGETHER WITH a public parking and access easement appurtenant to the Property located on and encumbering a portion of that lot of parcel of and described on the Subdivision Plat as "COMMUNITY FACILITIES (PARCEL P)", as further described in a Declaration of Public Parking and Access Easement dated November 22, 2023, and recorded among the Land Records of Talbot County, Maryland, in Liber KMD 3103, folio 498;

WHEREAS, Vickers Park is part of the Easton Village on the Tred Avon community; and

WHEREAS, the HOA wishes to maintain certain aspects of the park and to keep and maintain furniture at the park; and

WHEREAS, the parties wish to memorialize their understanding of the terms of the parties understanding.

NOW, THEREFORE, in consideration of the foregoing recitals, which are not merely prefatory but are a substantive part of this MOA, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto covenant and agree as follows:

1. Bocce Court. The HOA agrees to maintain the area around the Bocce Court, including but not limited to, mowing the grass, power washing the building, and maintaining the gravel path in good order and condition, at its own cost, and without expense from the Town. The HOA's maintenance does not preclude the Town from performing additional maintenance activities around the bocce court. In addition, any major repairs to the bocce court and the building next to the bocce court shall be the responsibility of the Town.

2. Kayak Racks. Prior to the Town's ownership of Vickers Park, the HOA had kayak racks with kayaks on them at Vickers Park for the use of the Easton Village on the Tred Avon residents. The Town agrees to allow the kayak racks to remain on Vickers Park provided the HOA maintains them in its sole cost and expense. The Town shall not have any responsibility or liability for any damage to the kayaks or the kayak racks. The HOA shall assume all responsibility and liability related to the kayaks and the kayak racks and indemnify and hold the Town harmless from any potential liability of the kayaks and kayak racks.

3. Furniture. Prior to the Town's ownership of Vickers Park, the HOA installed furniture near the bocce court on Vickers Park. The Town agrees to allow the furniture to remain on Vickers Park provided the HOA maintains the furniture at its sole cost and expense. The Town shall not have any responsibility or liability for any damage to the furniture. The HOA shall assume all responsibility and liability related to the furniture and indemnify and hold the Town harmless from

any potential liability related to the furniture. The HOA may remove or replace the furniture at its discretion.

4. Town Park Rules. Except as addressed in this MOA, Vickers Park shall be operated as a Town Park and subject to the rules and regulations for parks adopted by the Town.

6. Term. The term of the MOA shall be for ten (10) years to commence on the effective date of this MOA.

7. Notices. All reports, notices, consents, or approvals required under this MOA, if any, shall be in writing and shall be deemed to have been given properly if and when mailed by first class certified mail, return receipt requested, postage prepaid, as follows:

If to the Town:	Town Manager Town of Easton 14 South Harrison Street P.O. Box 520 Easton, Maryland 21601
With copy to:	Sharon M. VanEmburgh, Esq., Town Attorney Ewing, Dietz, Fountain and Kaludis 16 South Washington Street Easton, Maryland 21601
If to the HOA:	President Easton Village on the Tred Avon Community Association, Inc. c/o Sentry Management 601 Locust Street, Ste 302 Cambridge, MD 21613 Attn: Michele Krolick

or to such other address as the Parties shall have furnished to the other in writing.

8. Modification/Assignment. No portion of this MOA may be changed, waived, assigned, or modified except by a written agreement executed by the Parties.

9. <u>Good Faith.</u> The parties acknowledge that other issues will arise in the future regarding Vickers Park. The parties agree to address those issues in good faith. The parties acknowledge that this MOA is a statement of the parties' intentions. It does not limit or abridge the exercise of legislative judgment by the Easton Town Council or the discretion by any party.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the date first above written.

ATTEST: TOWN OF EASTON

____________________________ ____________________________(SEAL)
By: Megan J. M. Cook
Mayor, Town of Easton

ATTEST: Easton Village on the Tred Avon Community Association, Inc.

____________________________ ____________________________(SEAL)
By: Jeff Champion, President

RESOLUTION NO. 6205

A RESOLUTION OF THE TOWN OF EASTON AUTHORIZING THE EXECUTION OF A MEMORANDUM OF AGREEMENT WITH EASTON VILLAGE ON THE TRED AVON COMMUNITY ASSOCIATION, INC.

INTRODUCED BY: ___________________________________

WHEREAS, the Town owns an 8.839 acre parcel of land designated as "OPEN SPACE/TOWN PARK (PARCEL Q)" on a plat ("Subdivision Plat") titled "FINAL PLAT PHASE 1, SUBDIVISION OF LOT 16, RATCLIFFE FARM, EASTON VILLAGE, ON THE TRED AVON RIVER, IN THE TOWN OF EASTON, TALBOT COUNTY, MARYLAND, TAX MAP 34, GRID 8, PARCEL 126" prepared by Lane Engineering, Inc., dated August 10, 2005, and recorded among the Plat Records of Talbot County, Maryland in Plat Book MAS 81, pages 616-623, known as Vickers Park ("Vickers Park"), TOGETHER WITH a public parking and access easement appurtenant to the Property located on and encumbering a portion of that lot of parcel of and described on the Subdivision Plat as "COMMUNITY FACILITIES (PARCEL P)", as further described in a Declaration of Public Parking and Access Easement dated November 22, 2023, and recorded among the Land Records of Talbot County, Maryland, in Liber KMD 3103, folio 498;

WHEREAS, Vickers Park is part of the Easton Village on the Tred Avon community; and

WHEREAS, Easton Village on the Tred Avon Community Association, Inc. wishes to maintain certain aspects of the park and to keep and maintain furniture at the park; and

WHEREAS, the parties wish to memorialize their understanding of the terms of the parties understanding and enter in the Memorandum of Agreement attached hereto.

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

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

Section 2. The Mayor is hereby authorized to execute and deliver the Memorandum of Agreement, a true and correct copy of which (save for executing and dating) is attached to this Resolution as Exhibit "A";

Section 3. The Mayor may make any non-substantive changes to the attached documents necessary to effectuate the purpose of this Resolution;

Section 4. The Mayor is hereby authorized to take whatever additional actions are reasonably necessary to effectuate the terms of this Resolution;

Section 5. Any prior execution and delivery of documents related to the Subrecipient Agreement that are consistent with the purpose of this Resolution, are hereby ratified and approved; and

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

Curry	-
Rankin	-
Montgomery	-

Davis -
Abbatiello -

I hereby certify that the above Resolution was passed by a yea and nay vote of the Council this ____________ day of _________________, 2025.

____
Don Abbatiello, Town Council President

Delivered to the Mayor by me this ________ day of _____________, 2025.

____
Kathy M. Ruf, Town Clerk

APPROVED:

Date: ___________________ __________________________________
Megan J. M. Cook, Mayor

EFFECTIVE DATE: ___________________________, 2025

RESOLUTION NO. 6213

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

INTRODUCED BY: ______________________________

WHEREAS, the Town of Easton (the "Town") has a 457 plan for its employees (the "Plan");

WHEREAS, the Town of Easton wishes to adopt amendments to the Plan as are more particularly set forth in the attachments hereto.

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

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

Section 2. The attached documents amending the Plan are hereby approved and adopted by the Town.

Section 3. The Town Manager, Andrew Kitzrow, and the Finance Officer, Carol Callahan are authorized to execute the documents necessary to effectuate the amendments to the Plan as are attached hereto.

Section 4. All actions of the Trustees related to these amendments are hereby ratified and confirmed.

Section 5. This Resolution shall become effective upon approval by the Mayor after adoption by the Town Council.

Curry	-
Rankin	-
Montgomery	-
Davis	-
Abbatiello	-

I hereby certify that the above Resolution was passed by a yea and nay vote of the Council this ____________ day of _________________, 2025.

____
Don Abbatiello, Town Council President

Delivered to the Mayor by me this _______ day of _____________, 2025.

____
Kathy M. Ruf, Town Clerk

APPROVED:

Date: ___________________ __________________________________
Megan J. M. Cook, Mayor

EFFECTIVE DATE: __________________________, 2025

ADOPTING RESOLUTION

The undersigned authorized representative of Town of Easton, Maryland (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on the date signed below and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended 457 Plan and Trust effective August 4, 2025, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of The Town of Easton, MD Employees 457 Plan as amended and restated and the Summary of 457 Provisions, which are hereby approved and adopted.

Date: ______________________________________

Signed: ______________________________________

____
[print name/title]

NOTICE AND ACKNOWLEDGEMENT OF REMOVAL/RESIGNATION AS TRUSTEE
THE TOWN OF EASTON, MD EMPLOYEES 457 PLAN

DATE: ____________________, 20___

TO: Alan Lowrey

FROM: Plan Administrator

This notice is to advise you of your removal as a Trustee of the retirement plan specified above. In accordance with the terms of Article 8.09 of the Basic Plan Document, your removal is effective 30 days after receipt of this notification. The Trustee removal can be effective sooner by returning an executed copy of this notification to the Plan Administrator.

~~~~~~

I hereby give written notice of my resignation from the office of Trustee of the retirement plan specified above, effective as of the date below.

Alan Lowrey____
(Name of Trustee)

____
(Signature of Trustee) *(Date)*
~~~~~~

THE TOWN OF EASTON, MD EMPLOYEES 457 PLAN

SUMMARY OF 457 PLAN PROVISIONS

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THE TOWN OF EASTON, MD EMPLOYEES 457 PLAN

SUMMARY OF 457 PLAN PROVISIONS

INTRODUCTION TO YOUR PLAN

The Town of Easton, MD Employees 457 Plan ("Plan") has been adopted to provide you with the opportunity to save for retirement on a tax-advantaged basis. This Plan is a type of retirement plan commonly referred to as a Governmental Eligible 457 Plan. This summary of 457 Plan Provisions contains valuable information regarding when you may become eligible to participate in the Plan, your Plan benefits, your distribution options, and many other features of the Plan. You should take the time to read this Summary to get a better understanding of your rights and obligations under the Plan.

We have attempted to answer most of the questions you may have regarding your benefits in the Plan. If this summary does not answer all of your questions, please contact the Administrator. The name and address of the Administrator can be found in the Article of this summary entitled "General Information About The Plan."

This summary describes the Plan's benefits and obligations as contained in the legal Plan document, which governs the operation of the Plan. The Plan document is written in much more technical and precise language. If the non-technical language under this summary and the technical, legal language of the Plan document conflict, the Plan document always governs. If you wish to receive a copy of the legal Plan document, please contact the Administrator.

This summary describes the current provisions of the Plan. The Plan is subject to federal laws, such as the Internal Revenue Code and other federal and state laws which may affect your rights. The provisions of the Plan are subject to revision due to a change in laws or due to pronouncements by the Internal Revenue Service (IRS). The Employer may also amend or terminate this Plan. The Administrator will notify you if the provisions of the Plan that are described in this summary change. This summary does not address the provisions of specific investment products.

ARTICLE I
PARTICIPATION IN THE PLAN

Am I eligible to participate in the Plan?

If you are a member of a class of employees identified below, you are not an eligible employee for Plan purposes. The employees who are excluded are:

- Employees who normally work less than 30 hours per week

Independent contractors are not eligible to participate in the Plan.

When am I eligible to participate in the Plan?

Provided you are an eligible employee, you will be eligible on your date of hire. You will actually enter the Plan once you reach the entry date as described in the next question.

When is my entry date?

Provided you are an eligible employee, you will be able to participate in the Plan beginning on your date of hire.

ARTICLE II
CONTRIBUTIONS

What kind of contributions may I make to the Plan and how do my contributions affect my taxes?

As a participant under the Plan, you may elect to reduce your compensation by a specific percentage or dollar amount and have that amount contributed to the Plan. The Plan refers to this as an "elective deferral." There are two types of elective deferrals, pre-tax deferrals and Roth deferrals. For purposes of this summary "deferrals" or "elective deferrals" generally means both pre-tax deferrals and Roth deferrals.

If you make pre-tax deferrals, your taxable income is reduced by the deferral contributions so you pay less in federal income taxes. Later, when the Plan distributes the deferrals and earnings, you will pay the taxes on those deferrals and the earnings. Federal income taxes on the pre-tax deferral contributions and on the earnings are only postponed.

If you elect to make Roth deferrals, the deferrals are subject to federal income taxes in the year of deferral. However, the Roth deferrals and, if you meet certain conditions, the earnings on the Roth deferrals are not subject to federal income taxes when distributed to you. This means that the earnings on the Roth deferrals may never be subject to Federal income tax. See "What are my tax consequences when I receive a distribution from the Plan?"

Both your pre-tax and Roth deferrals will be subject to Social Security taxes at the time of your deferral.

The Employer may make additional contributions to the Plan on your behalf. This Article describes these employer contributions and how these monies will be allocated to your account to provide for your retirement benefit.

Is there a limit on the amount of elective deferrals that can be made each year?

As a participant, you may elect to defer a percentage of your compensation each year instead of receiving that amount in cash. The Administrator will notify you of the maximum percentage you may defer.

You may make deferrals from your accumulated sick pay, from accumulated vacation pay or from back pay.

Your total elective deferrals, plus any employer contributions, in any calendar year may not exceed a certain dollar limit which is set by law ("elective deferral limit"). The elective deferral limit for 2025 is $23,500. After 2025, the elective deferral limit may increase for cost-of-living adjustments.

If you are age 50 or will attain age 50 before the end of a calendar year, you may make additional deferrals (called "age 50 catch-up deferrals") for that year and following years. If you meet the age 50 requirement and your salary deferrals exceed the elective deferral limit described above, then any excess will be an age 50 catch-up deferral. The maximum catch-up deferral that you can make in 2025 is $7,500. After 2025, the maximum age 50 catch-up contribution limit may increase for cost-of-living adjustments.

Instead of the "age 50-catch-up deferrals" there is an alternative catch-up limit that is available in the three years prior to your normal retirement age. This increased limit (called "Special NRA Catch-Up Contributions") is designed to allow make-up contributions for prior years when contributions to the plan were less than the maximum contribution that could have been made in those years. The additional catch-up amount is equal to the difference between the amounts that could have been contributed in the prior years less the amounts that actually were contributed in those years. However, the additional catch-up for the year cannot exceed the general limit for the year. Thus, if you are entitled to the full Special NRA Catch-up Contribution, your contributions in the last three years prior to your normal retirement age cannot exceed two times the regular elective deferral limit for the year. If you qualify for both Age 50 Catch-Up Deferrals and Special NRA Catch-Up Deferrals, you are limited to the greater of the two catch-up limitations.

How do I make an election to defer?

The amount you elect to defer will be deducted from your pay in accordance with a procedure established by the Plan Administrator. If you wish to defer, the procedure will require that you enter into a salary reduction agreement. You may elect to defer a portion of your compensation payable on or after your Entry Date. Such election must be made prior to the first day of a calendar month in which you wish to defer and will become effective as soon as administratively feasible after it is received by the Plan Administrator. Your election will remain in effect until you modify or terminate it. You may revoke or make modifications to your salary deferral election in accordance with procedures that the Employer provides. See the Plan Administrator for further information.

Will the Employer contribute to the Plan?

Each year, in addition to depositing your elective deferrals, the Employer may contribute matching contributions.

What is the Employer matching contribution?

A matching contribution is a contribution the Employer makes based on your elective deferrals. If you do not make any elective deferrals, you will not receive any matching contributions.

The Employer may make a discretionary matching contribution equal to a uniform percentage or dollar amount of your elective deferrals. If the Employer decides in any year to contribute a discretionary match, it will decide how much to contribute and the matching rate which will apply to your elective deferrals.

The following applies to matching contributions: The only Plan Participants who will be eligible for the matching contribution under this Plan will be sworn law enforcement officers.

In applying this matching percentage, only elective deferrals up to a percentage of your compensation will be considered. The Employer will determine its Matching Contribution based on elective deferrals made during each month. The Administrator will notify you of the maximum percentage you may defer.

The matching contribution also applies to your Special NRA Catch-Up Contributions.

The matching contribution also applies to your Age 50 Catch-Up Contributions.

Allocation conditions. You will always share in the matching contribution regardless of the amount of service you complete during the Plan Year.

What are rollover contributions?

Rollover contributions. If you are a Participant or an Eligible Employee, you may be permitted to deposit into the Plan distributions you have received from other retirement plans. Such a deposit is called a "rollover" and may result in tax savings to you. You may ask the Administrator or Trustee of the other plan or IRA to directly transfer (a "direct rollover") to this Plan all or a portion of any amount that you are entitled to receive as a distribution from such plan. Alternatively, you may elect to deposit any amount eligible to be rolled over within 60 days of your receipt of the distribution. You should consult qualified counsel to determine if a rollover is in your best interest.

Rollover account. Your rollover will be accounted for in a "rollover account." You will always be 100% vested in your "rollover account" (see the Article in this SPD entitled "Vesting"). This means that you will always be entitled to all amounts in your rollover account. Rollover contributions will be affected by any investment gains or losses.

Withdrawal of rollover contributions. You may withdraw the amounts in your "rollover account" at any time.

What are In-Plan Roth Transfers?

In-Plan Roth Transfers. As a Participant under the Plan, you may make an In-Plan Roth Transfer, provided you are an employee at the time of the transfer. An In-Plan Roth Transfer allows you to elect to change the tax treatment of all or some of your pre-tax accounts, as explained below.

Taxation and irrevocable election. You do not pay taxes on the contributions or earnings of your pre-tax accounts until you receive an actual distribution. In other words, the taxes on the contributions and earnings in your pre-tax accounts are deferred until a distribution is made. Roth accounts, however, are the opposite. With a Roth account you pay current taxes on the amounts contributed. When a distribution is made to you from the Roth account, you do not pay taxes on the amounts you had contributed. In addition, if you have a "qualified distribution" (explained below), you do not pay taxes on the earnings that are attributable to the contributions.

The In-Plan Roth Transfer allows you to transfer amounts from pre-tax accounts to an In-Plan Roth Transfer Account. If you elect to make such a transfer, then the amount transferred will be included in your income for the year. Once you make an election, it cannot be changed. It's important that you understand the tax effects of making the election and ensure you have adequate resources outside of the Plan to pay the additional taxes. The In-Plan Roth Transfer does not affect the timing of when a distribution may be made to you under the Plan; the In-Plan Roth Transfer only changes the tax character of your account. You should consult with your tax advisor prior to making a transfer election.

Qualified distribution. As explained above, a distribution of the earnings on your Roth account will not be subject to tax if the distribution is a "qualified distribution." A "qualified distribution" is one that is made after you have attained age 59 1/2 or is made on account of your death or disability. In addition, in order to be a "qualified distribution," the distribution cannot be made prior to the expiration of a 5-year participation period. The 5-year participation period is the 5-year period beginning on the calendar year in which you make the In-Plan Roth Transfer and ending on the last day of the calendar year that is 5-years later. See "What are my tax consequences when I receive a distribution from the Plan?" later in this SPD.

What compensation is used to determine my Plan benefits?

Definition of compensation. For the purposes of the Plan, compensation has a special meaning. Compensation is generally defined as your total compensation that is subject to income tax and paid to you by your Employer during the Plan Year. The Plan takes into account elective deferrals to retirement plans (including this one) cafeteria plans, or qualified transportation fringe benefit plans. The following describes the adjustments to compensation that may apply for the different types of contributions provided under the Plan:

- Exclude certain fringe benefits

- Compensation paid after you terminate is generally excluded for Plan purposes. However, the following amounts will be included in compensation even though they are paid after you terminate employment, provided these amounts would otherwise have been considered compensation as described above and provided they are paid within 2 1/2 months after you terminate employment, or if later, the last day of the Plan Year in which you terminate employment:

    - Compensation for services performed during your regular working hours, or for services outside your regular working hours or other similar payments that would have been made to you had you continued employment.

    - Compensation paid for unused accrued bona fide sick, vacation or other leave, if such amounts would have been included in compensation if paid prior to your termination of employment and you would have been able to use the leave if employment had continued.

    - Wage continuation payments (referred to as military differential pay)

For the Plan Year in which you first participate, for any contributions other than salary reductions, we take into account your full Plan Year compensation.

Can I direct the investment of my accounts?

You will be able to direct the investment of your interest in the Plan. The Administrator will provide you with information on the investment choices available to you, the procedures for making investment elections, the frequency with which you can change your investment choices and other important information. You need to follow the procedures for making investment elections and you should carefully review the information provided to you before you give investment directions. If you do not direct the investment of your applicable Plan accounts, then your accounts will be invested in accordance with the default investment alternatives established under the Plan.

ARTICLE III
DISTRIBUTIONS

When will I be entitled to a distribution from the Plan?

Distributions under the Plan may generally not be made prior to your termination of employment (for whatever reason, including death). The rules are explained in more detail below.

If you terminate employment for any reason and at any age (including retirement), then you will be entitled to a distribution within a reasonable time after you terminate employment. (See the question "How will my benefits be paid?" for a further explanation of how benefits are paid from the Plan.)

If the Plan Administrator approves, you (1) may elect to postpone distribution of your benefit to any fixed or determinable date including, but not beyond, your "required beginning date" described below; and (2) you may elect the method of payment.

Military Service. If you are a veteran and are reemployed under the Uniformed Services Employment and Reemployment Rights Act of 1994, your qualified military service may be considered service with the Employer. There may also be benefits for employees who die or become disabled while on active duty. Employees who receive wage continuation payments while in the military may benefit from various changes in the law. If you think you may be affected by these rules, ask the Administrator for further details.

Distributions while on military duty. If you are on active military duty for more than 30 days, then the Plan treats you as having terminated employment for distribution purposes. This means that you may request a distribution from the Plan. If you request a distribution on account of this deemed termination of employment, then you are not permitted to make any contributions to the Plan for 6 (six) months after the date of the distribution.

Required beginning date.

Regardless of the above, the law requires that certain minimum distributions be made from the Plan. Distributions are required to begin not later than the April 1st following the later of the end of the year in which you reach age 70 1/2 (if you were born before July 1, 1949) or age 72 (if you were born after June 30, 1949) or terminate employment. You should see the Plan Administrator if you think you may be affected by these rules.

What is the Plan's normal retirement age?

You will attain your normal retirement age when you reach age as specified as Normal Retirement Age in the Town of Easton Maryland Employee Pension Plan.

What is my vested interest in my account?

You are always 100% vested in all your accounts under our plan.

How will my benefits be paid?

You may, subject to the approval of the Plan Administrator, elect to receive your distribution under one of the methods described below:

- A single lump-sum payment.
- Partial payments, not to exceed more than four (4) times in a calendar year.
- Any other method agreed to by the Administrator.

May I elect to roll over my account to another plan or IRA?

If you are entitled to a distribution of more than $200, then you may elect whether to receive the distribution or to roll over the distribution to another retirement plan such as an individual retirement account ("IRA"). For this purpose, your Roth deferral account is treated separately.

What happens if I get divorced?

The Administrator will honor a "qualified domestic relations order." A "qualified domestic relations order" is defined as a decree or order issued by a court that obligates you to pay child support or alimony, or otherwise allocates a portion of your assets in the Plan to your spouse, former spouse, child or other dependent. If a qualified domestic relations order is received by the Administrator, all or a portion of your benefits may be used to satisfy the obligation. The Administrator will determine the validity of any domestic relations order received. You and your beneficiaries can obtain from the Administrator, without charge, a copy of the procedure used by the Administrator to determine whether a qualified domestic relations order is valid.

ARTICLE IV
DEATH BENEFITS

What happens if I die while working for the Employer?

If you die while still employed by the Employer, your entire account balance will be used to provide your beneficiary with a death benefit.

Your beneficiary is the person or persons whom you designate on a form the Administrator provides for this purpose. If you are married, your spouse will be the beneficiary of the death benefit, unless you elect to change the beneficiary.

If no valid designation of beneficiary exists, or if the beneficiary is not alive when you die, then the death benefit will be paid in the following order, unless the investment provider's documentation says otherwise:

(a) Your surviving spouse;

(b) Your children, including adopted children, and if a child dies before you, to their children, if any; or

(c) Your Parents. Your surviving parents, in equal shares; and if none to

(d) Your estate.

When will the death benefit be paid to my beneficiary?

Your death benefit will be paid to your beneficiary and payment will the Plan will distribute the Participant's Account by December 31 of the calendar year containing the fifth anniversary of the Participant's death. See the Plan Administrator for further details.

You should immediately report any change in your marital status to the Administrator. If you have specifically named your spouse as your beneficiary on a designation form, then the designation will be invalid upon your divorce.

What happens if I'm a participant, terminate employment, and die before receiving all my benefits?

If you terminate employment with us and subsequently die, your beneficiary will be entitled to any remaining benefits that you were entitled to as of the date of your death.

ARTICLE V
IN-SERVICE DISTRIBUTIONS

Can I withdraw money from my account while working for the Employer?

You may receive a distribution from the Plan prior to your termination of employment if you satisfy certain conditions. These conditions are described below. However, this distribution will reduce the value of the benefits you will receive when you retire. Any in-service distribution is made at your election and will be made in accordance with the forms of distribution available under the investment product you have selected or under the Plan.

You may receive a distribution if you have an "unforeseeable emergency," which is severe financial hardship resulting from an accident or illness to you, your spouse, dependent(s) or beneficiaries, a loss of property due to casualty, or other extraordinary and unforeseeable circumstances beyond your control.

You may elect to receive a "de minimis" distribution of up to $5,000 provided: (i) your account does not exceed $5,000; (ii) you have not made any Salary Reduction Contributions or received any Employer contribution during the prior two years ending on the date you would have received the de minimis distribution; and (iii) you have not previously taken a de minimis distribution from the Plan.

You may request a distribution of up to your entire account once you reach age 70 1/2.

ARTICLE VI
TAX TREATMENT OF DISTRIBUTIONS

What are my tax consequences when I receive a distribution from the Plan?

Generally, you must include any Plan distribution in your taxable income in the year in which you receive the distribution. The tax treatment may also depend on your age when you receive the distribution.

If you receive distribution of a Roth deferral, since you paid current federal income tax on the deferral contribution in the year of deferral, the deferrals are not subject to federal income taxes when distributed to you. The earnings on Roth deferrals are also tax free upon distribution if you receive a "qualified distribution" from your Roth deferral account.

In order to be a "qualified distribution," the distribution must occur after one of the following: (1) your attainment of age 59 1/2, (2) your disability, or (3) your death. In addition, the distribution must occur after the expiration of a 5-year participation period. The 5-year participation period is the 5-year period beginning on the calendar year in which you first make a Roth contribution to the Plan (or to another 401(k) plan or 403(b) plan if such amount was rolled over into the Plan) and ending on the last day of the calendar year that is 5 years later. For example, if you made your first Roth deferral under this Plan on November 30, 2012, your participation period would end on December 31, 2016. This means that you could take a qualified distribution as early as January 1, 2017. It is not necessary that you make a Roth contribution in each of the five years.

If a distribution from your Roth deferral account is not a qualified distribution, the earnings distributed with the Roth deferrals will be taxable to you at the time of distribution (unless you roll over the distribution to another 457(b) plan, a Roth IRA, or a 401(k) plan that will accept the rollover). In addition, in some cases, there may be a 10% excise tax on the earnings that are distributed.

Can I reduce or defer tax on my distribution?

You may reduce, or defer entirely, the tax due on your distribution through use of one of the following methods:

(a) The rollover of all or a portion of the distribution you actually receive to a traditional Individual Retirement Account (IRA) or another eligible employer plan. This will result in no tax being due until you begin withdrawing funds from the traditional IRA or other eligible employer plan. The rollover of the distribution, however, MUST be made within strict time frames (normally, within 60 days after you receive your distribution). Under certain circumstances all or a portion of a distribution may not qualify for this rollover treatment. In addition, most distributions will be subject to mandatory federal income tax withholding at a rate of 20%. This will reduce the amount you actually receive. For this reason, if you wish to roll over all or a portion of your distribution amount, the direct rollover option described in paragraph (b) below would be the better choice.

(b) For most distributions, you may request that a "direct rollover" of all or a portion of the distribution to either a traditional Individual Retirement Account (IRA) or another employer plan willing to accept the rollover. A direct rollover will result in no tax being due until you withdraw funds from the traditional IRA or other qualified employer plan. Like the 60-day rollover, under certain circumstances all or a portion of the amount to be distributed may not qualify for this direct rollover, e.g., a distribution of less than $200 will not be eligible for a direct rollover. If you elect to actually receive the distribution rather than request a direct rollover, then in most cases 20% of the distribution amount will be withheld for federal income tax purposes.

WHENEVER YOU RECEIVE A DISTRIBUTION THAT IS AN ELIGIBLE ROLLOVER DISTRIBUTION, THE ADMINISTRATOR WILL DELIVER TO YOU A MORE DETAILED EXPLANATION OF THESE OPTIONS. HOWEVER, THE RULES WHICH DETERMINE WHETHER YOU QUALIFY FOR FAVORABLE TAX TREATMENT ARE VERY COMPLEX. YOU SHOULD CONSULT WITH A QUALIFIED TAX ADVISOR BEFORE MAKING A CHOICE.

ARTICLE VII
LOANS

Is it possible to borrow money from the Plan?

Yes. Loans are permitted in accordance with the Plan Loan Policy. If you wish to receive a copy of the Loan Policy, please contact the Plan Administrator.

ARTICLE VIII
CLAIMS AND BENEFITS

Can the Plan be amended?

Yes. The Employer may amend the Plan at any time. No amendment will cause any reduction in the amount credited to your account.

What happens if the Plan is discontinued or terminated?

The Employer may terminate the Plan at any time. Upon termination, no more contributions may be made to the Plan. The Administrator will notify you of any modification or termination of the Plan.

How do I submit a claim for Plan benefits?

You may file a claim for benefits by submitting a written request for benefits to the Plan Administrator. You should contact the Plan Administrator to see if there is an applicable distribution form that must be used. If no specific form is required or available, then your written request for a distribution will be considered a claim for benefits. In the case of a claim for disability benefits, if disability is determined by the Plan Administrator (rather than by a third party such as the Social Security Administration), then you must also include with your claim sufficient evidence to enable the Plan Administrator to make a determination on whether you are disabled.

Decisions on the claim will be made within a reasonable period of time appropriate to the circumstances. "Days" means calendar days. If the Plan Administrator determines the claim is valid, then you will receive a statement describing the amount of benefit, the method or methods of payment, the timing of distributions and other information relevant to the payment of the benefit.

For purposes of the claims procedures described below, "you" refers to you, your authorized representative, or anyone else entitled to benefits under the Plan (such as a beneficiary). A document, record, or other information will be considered relevant to a claim if it:

- Was relied upon in making the benefit determination;

- Was submitted, considered, or generated in the course of making the benefit determination, without regard to whether it was relied upon in making the benefit determination;

- Demonstrated compliance with the administrative processes and safeguards designed to ensure and to verify that benefit determinations are made in accordance with Plan documents and Plan provisions have been applied consistently with respect to all claimants; or

- Constituted a statement of policy or guidance with respect to the Plan concerning the denied treatment option or benefit.

The Plan may offer additional voluntary appeal and/or mandatory arbitration procedures other than those described below. If applicable, the Plan will not assert that you failed to exhaust administrative remedies for failure to use the voluntary procedures, any statute of limitations or other defense based on timeliness is tolled during the time a voluntary appeal is pending; and the voluntary process is available only after exhaustion of the appeals process described in this section. If mandatory arbitration is offered by the Plan, the arbitration must be conducted instead of the appeal process described in this section, and you are not precluded from challenging the decision under ERISA §501(a) or other applicable law.

ARTICLE IX
GENERAL INFORMATION ABOUT THE PLAN

There is certain general information that you may need to know about the Plan. This information has been summarized for you in this Article.

The full name of the Plan is The Town of Easton, MD Employees 457 Plan.

This Plan was originally effective on March 1, 1991. The amended and restated provisions of the Plan become effective on August 4, 2025.

Special Effective Dates: May 1, 2019 for purposes of Roth Elective Deferrals.

The Plan's records are maintained on a twelve-month period of time. This is known as the "Plan Year." The Plan Year ends every June 30th.

Valuations of the Plan are generally made daily.

The Plan will be governed by the laws of Maryland.

Employer Information

Your Employer's name, address, business telephone number, and identification number are:

Town of Easton, Maryland
14 S. Harrison Street, P.O. Box 520
Easton, Maryland 21601
(410) 822-2525
52-6000787

The Plan allows other employers to adopt its provisions. Another Employer who has adopted the provisions of the Plan is:

Easton Utilities Commission
201 North Washington Street
Easton, Maryland 21601
(410) 822-6110
52-6000787

Administrator Information

The Employer is the Plan Administrator. The Plan Administrator is responsible for the day-to-day administration and operation of the Plan. For example, the Administrator maintains the Plan records, including your account information, provides you with the forms you need to complete for Plan participation and directs the payment of your account at the appropriate time. If you have any questions about the Plan and your participation, you should contact the Administrator. The Administrator may designate other parties to perform some duties of the Administrator, and some duties are the responsibility of the investment provider(s) to the Plan.

The Administrator has the complete power, in its sole discretion, to determine all questions arising in connection with the administration, interpretation, and application of the Plan (and any related documents and underlying policies). Any such determination by the Administrator is conclusive and binding upon all persons.

Plan Funding Medium

All money that is contributed to the Plan is held in a trust fund.

The Plan's Trustees are:

Andrew Kitzrow, Town Manager for Town of Easton
Carol Callahan, Finance Officer for Town of Easton
John J. Horner, Jr., President & CEO of Easton Utilities Commission
Tracie A. Thomas, Chief Financial Officer, Easton Utilities Commission

14 S. Harrison Street, P.O. Box 520
Easton, Maryland 21601
(410) 822-2525

The Trustees shall collectively be referred to as Trustee throughout this summary.

ADOPTION AGREEMENT FOR
ELIGIBLE GOVERNMENTAL 457 PLAN

The undersigned Employer, by executing this Adoption Agreement, establishes an Eligible 457 Plan ("Plan"). The Employer, subject to the Employer's Adoption Agreement elections, adopts fully the Plan provisions. This Adoption Agreement, the basic plan document and any attached Appendices, amendments, or agreements permitted or referenced therein, constitute the Employer's entire plan document. *All "Election" references within this Adoption Agreement or the basic plan document are Adoption Agreement Elections. All "Article" or "Section" references are basic plan document references. Numbers in parentheses which follow election numbers are basic plan document references.* Where an Adoption Agreement election calls for the Employer to supply text, the Employer may lengthen any space or line, or create additional tiers. When Employer-supplied text uses terms substantially similar to existing printed options, all clarifications and caveats applicable to the printed options apply to the Employer-supplied text unless the context requires otherwise. The Employer makes the following elections granted under the corresponding provisions of the basic plan document.

1. EMPLOYER **(1.11)**.

Name: Town of Easton, Maryland

Address: 14 S. Harrison Street, P.O. Box 520
Street

Easton	Maryland	21601
City	State	Zip

Telephone: (410) 822-2525

Taxpayer Identification Number (TIN): 52-6000787

2. PLAN NAME.

Name: The Town of Easton, MD Employees 457 Plan

3. PLAN YEAR **(1.25)**. Plan Year means the 12 consecutive month period (except for a short Plan Year) ending every *(Choose one of a. or b. and choose c. if applicable)*: [*Note: Complete any applicable blanks under Election c. with a specific date, e.g., "June 30" OR "the last day of February" OR "the first Tuesday in January." In the case of a Short Plan Year or a Short Limitation Year, include the year, e.g., "May 1, 2013."*]

a. [ ] **December 31.**

b. [X] **Plan Year:** ending: June 30th.

c. [ ] **Short Plan Year:** commencing: ________________________ and ending: ________________________.

4. EFFECTIVE DATE **(1.08)**. The Employer's adoption of the Plan is a *(Choose one of a. or b. Complete c. if new plan OR complete c. and d. if an amendment and restatement. Choose e. if applicable)*:

a. [ ] **New Plan.**

b. [X] **Restated Plan.** The Plan is a substitution and amendment of an existing 457 plan.

Initial Effective Date of Plan

c. [X] March 1, 1991 *(enter month day, year; hereinafter called the "Effective Date" unless 4d is entered below)*

Restatement Effective Date *(If this is an amendment and restatement, enter effective date of the restatement.)*

d. [X] August 4, 2025 *(enter month day, year)*

Special Effective Dates: *(optional)*

e. [X] **Describe:** May 1, 2019 for purposes of Roth Elective Deferrals.

5. CONTRIBUTION TYPES. *(If this is a frozen Plan (i.e., all contributions have ceased), choose a. only)*:

Frozen Plan

a. [ ] **Contributions cease.** All Contributions have ceased or will cease (Plan is frozen).

1. **Effective date of freeze:** ______________________ [*Note: Effective date is optional unless this is the amendment or restatement to freeze the Plan.*]

Contributions. The Employer and/or Participants, in accordance with the Plan terms, make the following Contribution Types to the Plan *(Choose one or more of b. through d. if applicable)*:

b. [X] **Pre-Tax Elective Deferrals.** The dollar or percentage amount by which each Participant has elected to reduce his/her Compensation, as provided in the Participant's Salary Reduction Agreement *(Choose one or more as applicable.)*:

And will Matching Contributions be made with respect to Elective Deferrals?

1. [X] **Yes.** See Question 16.

2. [ ] **No.**

And will **Roth Elective Deferrals** be made?

3. [X] **Yes.** [*Note: The Employer may not limit Deferrals to Roth Deferrals only.*]

4. [ ] **No.**

c. [ ] **Nonelective Contributions.** See Question 17.

d. [X] **Rollover Contributions.** See Question 30.

6. EXCLUDED EMPLOYEES **(1.10)**. The following Employees are Excluded Employees and are not eligible to participate in the Plan *(Choose one of a. or b.)*:

a. [ ] **No exclusions.** All Employees are eligible to participate.

b. [X] **Exclusions.** The following Employees are Excluded Employees *(Choose one or more of 1. through 4.)*:

1. [X] **Part-time Employees.** The Plan defines part-time Employees as Employees who normally work less than __30__ hours per week.

2. [ ] **Hourly-paid Employees.**

3. [ ] **Leased Employees.** The Plan excludes Leased Employees.

4. [ ] **Specify:** ______________________________.

7. INDEPENDENT CONTRACTOR **(1.16)**. The Plan *(Choose one of a., b. or c.)*:

a. [ ] **Participate.** Permits Independent Contractors to participate in the Plan.

b. [X] **Not Participate.** Does not permit Independent Contractors to participate in the Plan.

c. [ ] **Specified Independent Contractors.** Permits the following specified Independent Contractors to participate: ______________________________.

[*Note: If the Employer elects to permit any or all Independent Contractors to participate in the Plan, the term Employee as used in the Plan includes such participating Independent Contractors.*]

8. COMPENSATION **(1.05)**. Subject to the following elections, Compensation for purposes of allocation of Deferral Contributions means:

Base Definition *(Choose one of a., b., c. or d.)*:

a. [X] Wages, tips and other compensation on Form W-2.

b. [ ] Code §3401(a) wages (wages for withholding purposes).

c. [ ] 415 safe harbor compensation.

d. [ ] Alternative (general) 415 Compensation.

[*Note: The Plan provides that the base definition of Compensation includes amounts that are not included in income due to Code §§401(k), 125,132(f)(4), 403(b), SEP, 414(h)(2), & 457. Compensation for an Independent Contractor means the amounts the Employer pays to the Independent Contractor for services, except as the Employer otherwise specifies below.*]

Modifications to Compensation definition. The Employer elects to modify the Compensation definition as follows *(Choose one of e. or f.)*:

e. [ ] **No modifications.** The Plan makes no modifications to the definition.

f. [X] **Modifications** *(Choose one or more of 1. through 5.)*:

1. [X] **Fringe benefits.** The Plan excludes all reimbursements or other expense allowances, fringe benefits (cash and noncash), moving expenses, deferred compensation and welfare benefits.

2. [ ] **Elective Contributions.** [**1.05(E)**] The Plan excludes a Participant's Elective Contributions.

3. [ ] **Bonuses.** The Plan excludes bonuses.

4. [ ] **Overtime.** The Plan excludes overtime.

5. [ ] **Specify: ____.**

Compensation taken into account. For the Plan Year in which an Employee first becomes a Participant, the Plan Administrator will determine the allocation of matching and nonelective contributions by taking into account *(Choose one of g. or h.)*:

g. [X] **Plan Year.** The Employee's Compensation for the entire Plan Year. *(N/A if no matching or nonelective contributions)*

h. [ ] **Compensation while a Participant.** The Employee's Compensation only for the portion of the Plan Year in which the Employee actually is a Participant. *(N/A if no matching or nonelective contributions)*

9. POST-SEVERANCE COMPENSATION **(1.05(F))**. Compensation includes the following types of Post-Severance Compensation paid within any applicable time period as may be required *(Choose one of a. or b.)*:

a. [ ] **None.** The Plan does not take into account Post-Severance Compensation as to any Contribution Type except as required under the basic plan document.

b. [X] **Adjustments.** The following Compensation adjustments apply *(Choose one or more)*:

1. [X] **Regular Pay.** Post-Severance Compensation will include Regular Pay and it will apply to all Contribution Types.
2. [X] **Leave-Cashouts.** Post-Severance Compensation will include Leave Cashouts and it will apply to all Contribution Types.
3. [ ] **Nonqualified Deferred Compensation.** Post-Severance Compensation will include Deferred Compensation and it will apply to all Contribution Types.
4. [ ] **Salary Continuation for Disabled Participants.** Post-Severance Compensation will include Salary Continuation for Disabled Participants and it will apply to all Contribution Types.
5. [X] **Differential Wage Payments.** Post-Severance Compensation will include Differential Wage Payments (military continuation payments) and it will apply to all Contribution Types.
6. [ ] **Describe alternative Post-Severance Compensation definition, limit by Contribution Type, or limit by Participant group: ____.**

10. NORMAL RETIREMENT AGE **(1.20)**. A Participant attains Normal Retirement Age under the Plan *(Choose one of a. or b.)*:

a. [X] **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age as specified as Normal Retirement Age in the Town of Easton Maryland Employee Pension Plan . [*Note: The age may not exceed age 70 1/2. The age may not be less than age 65, or, if earlier, the age at which a Participant may retire and receive benefits under the Employer's pension plan, if any.*]

b. [ ] **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age ________ and may not be later than age ________. [*Note: The age may not exceed age 70 1/2.*]

Special Provisions for Police or Fire Department Employees *(Choose c. and/or d. as applicable)*:

c. [ ] **Police department employees.** [Plan Section 3.05(B)(3)] *(Choose 1. or 2.)*:

1. [ ] **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age ________. [*Note: The age may not exceed age 70 1/2 and may not be less than age 40.*]
2. [ ] **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age ________ (no earlier than age 40) and may not be later than age ________. [*Note: The age may not exceed age 70 1/2.*]

d. [ ] **Fire department employees.** [Plan Section 3.05(B)(3)] *(Choose 1. or 2.)*:

1. [ ] **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age _______. [*Note: The age may not exceed age 70 1/2 and may not be less than age 40.*]
2. [ ] **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age _______ (no earlier than age 40) and may not be later than age _______. [*Note: The age may not exceed age 70 1/2.*]

11. ELIGIBILITY CONDITIONS **(2.01)**. *(Choose one of a. or b.)*:

a. [X] **No eligibility conditions.** The Employee is eligible to participate in the Plan as of his/her first day of employment with the employer.

b. [ ] **Eligibility conditions.** To become a Participant in the Plan, an Eligible Employee must satisfy the following eligibility conditions *(Choose one or more of 1., 2. or 3.)*:

1. [ ] **Age.** Attainment of age _______.

2. [ ] **Service.** Service requirement *(Choose one of a. or b.)*:
   a. [ ] **Year of Service.** One year of Continuous Service.
   b. [ ] **Months of Service.** _______ month(s) of Continuous Service.
3. [ ] **Specify:** ____.

12. PLAN ENTRY DATE **(1.24)**. "Plan Entry Date" means the Effective Date and *(Choose one of a. through d.)*:

a. [ ] **Monthly.** The first day of the month coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions, if any.

b. [ ] **Annual.** The first day of the Plan Year coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions, if any.

c. [X] **Date of hire.** The Employee's employment commencement date with the Employer.

d. [ ] **Specify:** ____.

13. SALARY REDUCTION CONTRIBUTIONS **(1.30)**. A Participant's Salary Reduction Contributions under Election 5b. are subject to the following limitation(s) in addition to those imposed by the Code *(Choose one of a. or b.)*:

a. [X] **No limitations.**

b. [ ] **Limitations.** *(Choose one or more of 1., 2. or 3.)*:
   1. [ ] **Maximum deferral amount.** A Participant's Salary Reductions may not exceed: ____________________ *(specify dollar amount or percentage of Compensation)*.
   2. [ ] **Minimum deferral amount.** A Participant's Salary Reductions may not be less than: ____________________ *(specify dollar amount or percentage of Compensation).*
   3. [ ] **Specify:** ____.

[*Note: Any limitation the Employer elects in b.1. through b.3. will apply on a payroll basis unless the Employer otherwise specifies in b.3.*]

Special NRA Catch-Up Contributions (3.05). The Plan *(Choose one of c. or d.)*:

c. [X] **Permits.** Participants may make NRA catch-up contributions.

   AND, Special NRA Catch-Up Contributions *(Choose one of 1. or 2.)*: *(N/A if no matching contributions)*
   1. [X] will be taken into account in applying any matching contribution under the Plan.
   2. [ ] will not be taken into account in applying any matching contribution under the Plan.

d. [ ] **Does not permit.** Participants may not make NRA catch-up contributions.

Age 50 Catch-Up Contributions (3.06). The Plan *(Choose one of e. or f.)*:

e. [X] **Permits.** Participants may make age 50 catch-up contributions.

   AND, Age 50 Catch-Up Contributions *(Choose one of 1. or 2.)*: *(N/A if no matching contributions)*
   1. [X] will be taken into account in applying any matching contribution under the Plan.
   2. [ ] will not be taken into account in applying any matching contribution under the Plan.

f. [ ] **Does not permit.** Participants may not make age 50 catch-up contributions.

14. SICK, VACATION AND BACK PAY **(3.02(A))**. The Plan *(Choose one of a. or b.)*:

a. [X] **Permits.** Participants may make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.

b. [ ] **Does Not Permit.** Participants may not make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.

15. AUTOMATIC ENROLLMENT **(3.02(B))**. Does the Plan provide for automatic enrollment *(Choose one of the following) [Note: if Eligible Automatic Contribution Arrangement (EACA), select 15c and complete Questions 31 & 32]*:

a. [X] **Does not apply.** Does not apply the Plan's automatic enrollment provisions.

b. [ ] **Applies.** Applies the Plan's automatic enrollment provisions. The Employer as a Pre-Tax Elective Deferral will withhold _______% from each Participant's Compensation unless the Participant elects a different percentage (including zero) under his/her Salary Reduction Agreement. The automatic election will apply to *(Choose one of 1. through 3.)*:
   1. [ ] **All Participants.** All Participants who as of __________________________ are not making Pre-Tax Elective Deferrals at least equal to the automatic amount.

2. [ ] **New Participants.** Each Employee whose Plan Entry Date is on or following: ____________________________.

3. [ ] **Describe Application of Automatic Deferrals:** ____.

c. [ ] **EACA.** The Plan will provide an Eligible Automatic Contribution Arrangement (EACA). Complete Questions 31 & 32.

16. MATCHING CONTRIBUTIONS **(3.03)**. The Employer Matching Contributions under Election 5.b.1. are made as follows *(Choose one or more of a. through d.)*:

a. [ ] **Fixed formula.** An amount equal to ________________ of each Participant's Salary Reduction Contributions.

b. [X] **Discretionary formula.** An amount (or additional amount) equal to a matching percentage the Employer from time to time may deem advisable of each Participant's Salary Reduction Contributions.

c. [ ] **Tiered formula.** The Employer will make matching contributions equal to a uniform percentage of each tier of each Participant's Salary Reduction Contributions, determined as follows:

NOTE: Fill in only percentages or dollar amounts, but not both. If percentages are used, each tier represents the amount of the Participant's applicable contributions that equals the specified percentage of the Participant's Compensation (add additional tiers if necessary):

Tiers of Contributions (indicate $ or %)	Matching Percentage
First ___________	________%
Next ___________	________%
Next ___________	________%
Next ___________	________%

d. [X] **Specify:** The only Plan Participants who will be eligible for the matching contribution under this Plan will be sworn law enforcement officers.

Time Period for Matching Contributions. The Employer will determine its Matching Contribution based on Salary Reduction Contributions made during each *(Choose one of e. through h.)*:

e. [ ] **Plan Year.**

f. [ ] **Plan Year quarter.**

g. [ ] **Payroll period.**

h. [X] **Specify:** month.

Salary Reduction Contributions Taken into Account. In determining a Participant's Salary Reduction Contributions taken into account for the above-specified time period under the Matching Contribution formula, the following limitations apply *(Choose one of i. through l.)*:

i. [ ] **All Salary Reduction Contributions.** The Plan Administrator will take into account all Salary Reduction Contributions.

j. [ ] **Specific limitation.** The Plan Administrator will disregard Salary Reduction Contributions exceeding _______% of the Participant's Compensation.

k. [X] **Discretionary.** The Plan Administrator will take into account the Salary Reduction Contributions as a percentage of the Participant's Compensation as the Employer determines.

l. [ ] **Specify:** ____.

Allocation Conditions. To receive an allocation of Matching Contributions, a Participant must satisfy the following allocation condition(s) *(Choose one of m. or n.)*:

m. [X] **No allocation conditions.**

n. [ ] **Conditions.** The following allocation conditions apply to Matching Contributions *(Choose one or more of 1. through 4.)*:

1. [ ] **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: _________.

2. [ ] **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.

3. [ ] **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.

4. [ ] **Specify:** ____.

17. NONELECTIVE CONTRIBUTIONS **(1.19)**. The Nonelective Contributions under Election 5.c. are made as follows: *(Choose one)*:

a. [ ] **Discretionary - Pro-Rata.** An amount the Employer in its sole discretion may determine.

b. [ ] **Fixed - Pro Rata.** ___________% of Compensation.

c. [ ] **Other.** A Nonelective Contribution may be made as follows: ____.

Allocation Conditions. (3.08). To receive an allocation of Nonelective Contributions, a Participant must satisfy the following allocation condition(s) *(Choose one of d. or e.)*:

d. [ ] **No allocation conditions.**

e. [ ] **Conditions.** The following allocation conditions apply to Nonelective Contributions *(Choose one or more of 1. through 4.)*:

1. [ ] **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: _________.
2. [ ] **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.
3. [ ] **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.
4. [ ] **Specify:** ____.

18. TIME AND METHOD OF PAYMENT OF ACCOUNT **(4.02)**. The Plan will distribute to a Participant who incurs a Severance from Employment his/her Vested Account as follows:

Timing. The Plan, in the absence of a permissible Participant election to commence payment later, will pay the Participant's Account *(Choose one of a. through e.)*:

a. [ ] **Specified Date.** _________ days after the Participant's Severance from Employment.

b. [X] **Immediate.** As soon as administratively practicable following the Participant's Severance from Employment.

c. [ ] **Designated Plan Year.** As soon as administratively practicable in the _______________ Plan Year beginning after the Participant's Severance from Employment.

d. [ ] **Normal Retirement Age.** As soon as administratively practicable after the close of the Plan Year in which the Participant attains Normal Retirement Age.

e. [ ] **Specify:** ____.

Method. The Plan, in the absence of a permissible Participant election, will distribute the Participant's Account under one of the following method(s) of distribution *(Choose one or more of f. through j. as applicable)*:

f. [X] **Lump sum.** A single payment.

g. [ ] **Installments.** Multiple payments made as follows: ____.

h. [ ] **Installments for required minimum distributions only.** Annual payments, as necessary under Plan Section 4.03.

i. [ ] **Annuity distribution option(s):** ____.

j. [X] **Specify:** Partial payments, not to exceed more than four (4) times in a calendar year.

Participant Election. [Plan Sections 4.02(A) and (B)] The Plan *(Choose one of k., l. or m.)*:

k. [X] **Permits.** Permits a Participant, with Plan Administrator approval of the election, to elect to postpone distribution beyond the time the Employer has elected in a. through e. and also to elect the method of distribution (including a method not described in f. through j. above).

l. [ ] **Does not permit.** Does not permit a Participant to elect the timing and method of Account distribution.

m. [ ] **Specify:** ____.

Mandatory Distributions. Notwithstanding any other distribution election, following Severance from Employment *(Choose n. or o.)*:

n. [X] **No Mandatory Distributions.** The Plan will not make a Mandatory Distribution.

o. [ ] **Mandatory Distribution.** If the Participant's Vested Account is not in excess of $5,000 (unless a different amount selected below) as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.

1. [ ] Mandatory Distribution. If the Participant's Vested Account is not in excess of $____________ as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.

Rollovers in determination of $5,000 threshold. Unless otherwise elected below, amounts attributable to rollover contributions (if any) will be **included** in determining the $5,000 threshold for timing of distributions, form of distributions or consent rules.

p. [ ] Exclude rollovers (rollover contributions will be **excluded** in determining the $5,000 threshold)

NOTE: Regardless of the above election, if the Participant consent threshold is $1,000 or less, then the Administrator must include amounts attributable to rollovers for such purpose. In such case, an election to exclude rollovers above will apply for purposes of the timing and form of distributions.

19. BENEFICIARY DISTRIBUTION ELECTIONS. Distributions following a Participant's death will be made as follows *(Choose one of a. through d.)*:

a. [ ] **Immediate.** As soon as practical following the Participant's death.

b. [ ] **Next Calendar Year.** At such time as the Beneficiary may elect, but in any event on or before the last day of the calendar year which next follows the calendar year of the Participant's death. *(N/A if participant is restricted)*

c. [ ] **As Beneficiary elects.** At such time as the Beneficiary may elect, consistent with Section 4.03. *(N/A if participant is restricted)*

d. [X] **Describe:** the Plan will distribute the Participant's Account by December 31 of the calendar year containing the fifth anniversary of the Participant's death.

[*Note: The Employer under Election 19d. may describe an alternative distribution timing or afford the Beneficiary an election which is narrower than that permitted under Election 19c., or include special provisions related to certain beneficiaries, (e.g., a surviving spouse). However, any election under Election 19d. must require distribution to commence no later than the Section 4.03 required date.*]

20. DISTRIBUTIONS PRIOR TO SEVERANCE FROM EMPLOYMENT **(4.05)**. A Participant prior to Severance from Employment may elect to receive a distribution of his/her Vested Account under the following distribution options *(Choose one of a. or b.)*:

a. [ ] **None.** A Participant may not receive a distribution prior to Severance from Employment.

b. [X] **Distributions.** Prior to Severance from Employment are permitted as follows *(Choose one or more of 1. through 4.)*:

   1. [X] **Unforeseeable emergency.** A Participant may elect a distribution from his/her Account in accordance with Plan Section 4.05(A) (for the Participant, spouse, dependents or beneficiaries)

   2. [X] **De minimis exception.** [Plan Section 4.05(B)] If the Participant: (i) has an Account that does not exceed $5,000; (ii) has not made or received an allocation of any Deferral Contributions under the Plan during the two-year period ending on the date of distribution; and (iii) has not received a prior Plan distribution under this de minimis exception, then *(Choose one of a., b. or c.)*:

      a. [X] **Participant election.** The Participant may elect to receive all or any portion of his/her Account.

      b. [ ] **Mandatory distribution.** The Plan Administrator will distribute the Participant's entire Account.

      c. [ ] **Hybrid.** The Plan Administrator will distribute a Participant's Account that does not exceed $____________ and the Participant may elect to receive all or any portion of his/her Account that exceeds $____________ but that does not exceed $5,000.

   3. [X] **Age 70 1/2.** A Participant who attains age 70 1/2 prior to Severance from Employment may elect distribution of any or all of his/her Account.

   4. [ ] **Specify:** ____________________.

[*Note: An Employer need not permit any in-service distributions. Any election must comply with the distribution restrictions of Code Section 457(d).*]

21. QDRO **(4.06)**. The QDRO provisions *(Choose one of a., b. or c.)*:

a. [X] **Apply.**

b. [ ] **Do not apply.**

c. [ ] **Specify:** ____________________.

22. ALLOCATION OF EARNINGS **(5.07(B))**. The Plan allocates Earnings using the following method *(Choose one or more of a. through f.)*:

a. [ ] **Daily.** See Section 5.07(B)(4)(a).

b. [ ] **Balance forward.** See Section 5.07(B)(4)(b).

c. [ ] **Balance forward with adjustment.** See Section 5.07(B)(4)(c). Allocate pursuant to the balance forward method, except treat as part of the relevant Account at the beginning of the Valuation Period ________% of the contributions made during the following Valuation Period: ____________________.

d. [ ] **Weighted average.** See Section 5.07(B)(4)(d). If not a monthly weighting period, the weighting period is ____________.

e. [X] **Directed Account method.** See Section 5.07(B)(4)(e).

f. [ ] **Describe Earnings allocation method:** ____________________.

[*Note: The Employer under Election 22f. may describe Earnings allocation methods from the elections available under Election 22 and/or a combination thereof as to any: (i) Participant group (e.g., Daily applies to Division A Employees OR to Employees hired after "x" date. Balance forward applies to Division B Employees OR to Employees hired on/before "x" date.); (ii) Contribution Type (e.g., Daily applies as to Discretionary Nonelective Contribution Accounts. Participant-Directed Account applies to Fixed Nonelective Contribution Accounts); (iii) investment type, investment vendor or Account type (e.g., Balance forward applies to investments placed with vendor A and Participant-Directed Account applies to investments placed with vendor B OR Daily applies to Participant-Directed Accounts and balance forward applies to pooled Accounts).*]

23. HEART ACT PROVISIONS **(1.31(C)(3)/3.13)**. The Employer elects to *(Choose one of a. or b. and c. or d.)*:

Continued Benefit Accruals.

a. [X] **Not apply the benefit accrual provisions of Section 3.13.**

b. [ ] **Apply the benefit accrual provisions of Section 3.13.**

Distributions for deemed severance of employment (1.31(C)(3))

c. [ ] **The Plan does NOT permit distributions for deemed severance of employment.**

d. [X] **The Plan permits distributions for deemed severance of employment.**

24. VESTING/SUBSTANTIAL RISK OF FORFEITURE **(5.11)**. A Participant's Deferral Contributions are [*Note: If a Participant incurs a Severance from Employment before the specified events or conditions, the Plan will forfeit the Participant's non-vested Account. Caution: if a Deferral is subject to vesting schedule or other substantial risk of forfeiture, it does not count as a deferral for purposes of the annual deferral limit until the year it is fully vested.*] *(Choose all that apply of a. through d.)*:

a. [X] **100% Vested/No Risk of Forfeiture.** Immediately Vested without regard to additional Service and no Substantial Risk of Forfeiture. The following contributions are 100% Vested:

- 1. [X] **All Contributions.** (skip to 25.)
- 2. [ ] **Only the following contributions.** (select all that apply):
  - a. [ ] **Salary Reduction Contributions.**
  - b. [ ] **Nonelective Contributions.**
  - c. [ ] **Matching Contributions.**

b. [ ] **Forfeiture under Vesting Schedule.** Vested according to the following:

Contributions affected. The following contributions are subject to the vesting schedule *(Choose one or more of 1., 2. or 3.)*:

1. [ ] **Salary Reduction Contributions.**
2. [ ] **Nonelective Contributions.**
3. [ ] **Matching Contributions.**
4. [ ] **Vesting Schedule.**

Years of Service	Vested Percentage
____	_____%
____	_____%
____	_____%
____	_____%
____	_____%

For vesting purposes, a "Year of Service" means:

5. ____________________.

[*Note: It is extremely rare to apply a vesting schedule to Salary Reduction Contributions.*]

c. [ ] **Substantial Risk of Forfeiture.** Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows:

Contributions affected. The following contributions are subject to the substantial risk of forfeiture under c. *(Choose one or more of 1., 2. or 3.)*:

1. [ ] **Salary Reduction Contributions.**
2. [ ] **Nonelective Contributions.**

3. [ ] **Matching Contributions.**

Risk Provisions: Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows *(Choose one of 4. or 5.)*:

4. [ ] The Participant must remain employed by the Employer until ________________, unless earlier Severance from Employment occurs on account of death or disability, as the Plan Administrator shall establish.

5. [ ] **Specify:** ____.

Additional Provisions *(Choose d. if applicable)*

d. [ ] **Specify:** ____.

FORFEITURE ALLOCATION. [Plan Sections 5.11(A) and 5.14] The Plan Administrator will allocate any Plan forfeitures as selected below. The Employer has the option to use forfeitures to pay plan expenses first and then allocate the remaining forfeitures in accordance with the selections below: *(Choose one of the following)*:

e. [ ] **Additional Contributions.** As the following contribution type *(Choose one of 1. or 2.)*:

1. [ ] **Nonelective.** As an additional Nonelective Contribution.

2. [ ] **Matching.** As an additional Matching Contribution.

f. [ ] **Reduce Fixed Contributions.** To reduce the following fixed contribution *(Choose one of 1. or 2.)*:

1. [ ] **Nonelective.** To reduce the Employer's fixed Nonelective Contribution.

2. [ ] **Matching.** To reduce the Employer's fixed Matching Contribution.

g. [ ] **Specify:** ____.

25. TRUST PROVISIONS. The following provisions apply to Article VIII of the Plan (Choose as applicable; leave blank if not applicable):

a. [X] **Modifications.** The Employer modifies the Article VIII Trust provisions as follows: __If there shall be more than one Trustee, they shall act by a majority of their number, but may authorize one or more of them to sign papers on their behalf__. The remaining Article VIII provisions apply.

b. [ ] **Substitution.** The Employer replaces the Trust with the Trust Agreement attached to the Plan.

26. CUSTODIAL ACCOUNT/ANNUITY CONTRACT **(8.16)**. The Employer will hold all or part of the Deferred Compensation in one or more custodial accounts or annuity contracts which satisfy the requirements of Code §457(g) *(Choose a. or b., c. if applicable)*:

a. [ ] **Custodial account(s).**

b. [ ] **Annuity contract(s).**

c. [ ] **Specify:** ____.

[*Note: The Employer under c. may wish to identify the custodial accounts or annuity contracts or to designate a portion of the Deferred Compensation to be held in such vehicles versus held in the Trust.*]

27. VALUATION. In addition to the last day of the Plan Year, the Trustee (or Plan Administrator as applicable) must value the Trust Fund (or Accounts) on the following Valuation Date(s) *(Choose one of a. or b.)*:

a. [ ] **No additional Valuation Dates.**

b. [X] **Additional Valuation Dates.** *(Choose one or more of 1., 2. or 3.)*:

1. [X] **Daily Valuation Dates.** Each business day of the Plan Year on which Plan assets for which there is an established market are valued and the Trustee or Employer is conducting business.

2. [ ] **Last day of a specified period.** The last day of each _____________ of the Plan Year.

3. [ ] **Specified Valuation Dates:** ____.

[*Note: The Employer under Election 26b.3. may describe Valuation Dates from the elections available under Election 26b. and/or a combination thereof as to any: (i) Participant group (e.g., No additional Valuation Dates apply to Division A Employees OR to Employees hired after "x" date. Daily Valuation Dates apply to Division B Employees OR to Employees hired on/before "x" date.); (ii) Contribution Type (e.g., No additional Valuation Dates apply as to Discretionary Nonelective Contribution Accounts. The last day of each Plan Year quarter applies to Fixed Nonelective Contribution Accounts); (iii) investment type, investment vendor or Account type (e.g., No additional Valuation Dates apply to investments placed with vendor A and Daily Valuation Dates apply to investments placed with vendor B OR Daily Valuation Dates apply to Participant-Directed Accounts and no additional Valuation Dates apply to pooled Accounts).*]

28. TRUSTEE *(Select all that apply; leave blank if not applicable.)*:

a. [X] Individual Trustee(s) who serve as Trustee(s) over assets not subject to control by a corporate Trustee. (Add additional Trustees as necessary.)

Name(s)	Title(s)
Andrew Kitzrow	Town Manager for Town of Easton
Carol Callahan	Finance Officer for Town of Easton
John J. Horner, Jr.	President & CEO of Easton Utilities Commission
Tracie A. Thomas	Chief Financial Officer, Easton Utilities Commission

Address and Telephone number *(Choose one of 1. or 2.)*:

1. [X] Use Employer address and telephone number.
2. [ ] Use address and telephone number below:

Address: ______________________________
Street

____
City State Zip

Telephone: ______________________________

b. [ ] Corporate Trustee

Name: ______________________________

Address: ______________________________
Street

____
City State Zip

Telephone: ______________________________

AND, the Corporate Trustee shall serve as:

c. [ ] a Directed (nondiscretionary) Trustee over all Plan assets except for the following:

____

d. [ ] a Discretionary Trustee over all Plan assets except for the following:

____

29. PLAN LOANS **(5.02(A))**. The Plan permits or does not permit Participant Loans *(Choose one of a. or b.)*:

a. [ ] **Does not permit.**

b. [X] **Permitted pursuant to the Loan Policy.**

30. ROLLOVER CONTRIBUTIONS **(3.09)**. The Rollover Contributions under Election 5.d. are made as follows:

Who may roll over *(Choose one of a. or b.)*:

a. [ ] **Participants only.**

b. [X] **Eligible Employees or Participants.**

Sources/Types. The Plan will accept a Rollover Contribution *(Choose one of c. or d.)*:

c. [X] **All.** From any Eligible Retirement Plan and as to all Contribution Types eligible to be rolled into this Plan.

d. [ ] **Limited.** Only from the following types of Eligible Retirement Plans and/or as to the following Contribution Types:

______________________________.

Distribution of Rollover Contributions *(Choose one of e., f. or g.)*:

e. [X] **Distribution without restrictions.** May elect distribution of his/her Rollover Contributions Account in accordance with Plan Section 4.05(C) at any time.

f. [ ] **No distribution.** May not elect to receive distribution of his/her Rollover Contributions Account until the Plan has a distributable event under Plan Section 4.01.

g. [ ] **Specify:** ____________________

31. EACA Automatic Deferral Provisions **(3.14)**.

Participants subject to the Automatic Deferral Provisions. The Automatic Deferral Provisions apply to Employees who become Participants after the Effective Date of the EACA (except as provided in d. below). Employees who became Participants prior to such Effective Date are subject to the following (a. – d. are optional):

a. [ ] **All Participants.** All Participants, regardless of any prior Salary Reduction Agreement, unless and until a Participant makes an Affirmative Election after the Effective Date of the EACA.

b. [ ] **Election of at least Automatic Deferral amount.** All Participants, except those who, on the Effective Date of the EACA, are deferring an amount which is at least equal to the Automatic Deferral Percentage.

c. [ ] **No existing Salary Reduction Agreement.** All Participants, except those who have in effect a Salary Reduction Agreement on the effective date of the EACA regardless of the Salary Reduction Contribution amount under the Agreement.

d. [ ] **Describe**: ____________________.

Automatic Deferral Percentage. Unless a Participant makes an Affirmative Election, the Employer will withhold the following Automatic Deferral Percentage (select e. or f.):

e. [ ] **Constant.** The Employer will withhold ____________% of Compensation each payroll period.

Escalation of deferral percentage (select one or leave blank if not applicable)

1. [ ] **Scheduled increases.** This initial percentage will increase by ____________% of Compensation per year up to a maximum of ____________ of Compensation.

2. [ ] **Other** (described Automatic Deferral Percentage): ____________________

Automatic Deferral Optional Elections

f. [ ] **Optional elections** (select all that apply or leave blank if not applicable)

Suspended Salary Reduction Contributions. If a Participant's Salary Reduction Contributions are suspended pursuant to a provision of the Plan (e.g., distribution due to military leave covered by the HEART Act), then a Participant's Affirmative Election will expire on the date the period of suspension begins unless otherwise elected below.

1. [ ] A Participant's Affirmative Election will resume after the suspension period.

Special Effective Date. Provisions will be effective as of the earlier of the Effective Date of the EACA provisions unless otherwise specified below.

2. [ ] Special Effective Date: ____________________

32. **In-Plan Roth Rollover Contributions.**

a. [ ] **Yes, allowed.**

Effective Date (enter date)

1. [ ] In-Plan Roth Rollover Effective Date: ____________

33. **In-Plan Roth Rollover Transfers.**

a. [X] **Yes, allowed.**

Effective Date (enter date)

1. [ ] In-Plan Roth Rollover Transfers Effective Date: ____________

This Plan is executed on the date(s) specified below:

Use of Adoption Agreement. Failure to complete properly the elections in this Adoption Agreement may result in disqualification of the Employer's Plan. The Employer only may use this Adoption Agreement only in conjunction with the corresponding basic plan document.

EMPLOYER: Town of Easton, Maryland

By: ______________________________ ______________________________
DATE SIGNED

Andrew Kitzrow

______________________________ ______________________________
TRUSTEE DATE SIGNED

Carol Callahan

______________________________ ______________________________
TRUSTEE DATE SIGNED

John J. Horner, Jr.

______________________________ ______________________________
TRUSTEE DATE SIGNED

Tracie A. Thomas

______________________________ ______________________________
TRUSTEE DATE SIGNED

RESOLUTION NO. 6214

A RESOLUTION OF THE TOWN OF EASTON AMENDING THE TOWN OF EASTON, MD DEFINED CONTRIBUTION 401(a) RETIREMENT PLAN

INTRODUCED BY: ____________________________________

WHEREAS, the Town of Easton (the "Town") has a 401(a) defined contribution retirement plan for its employees (the "Plan");

WHEREAS, the Town of Easton wishes to adopt amendments to the Plan as are more particularly set forth in the attachments hereto.

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

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

Section 2. The attached documents amending the Plan are hereby approved and adopted by the Town.

Section 3. The Town Manager, Andrew Kitzrow, and the Finance Officer, Carol Callahan are authorized to execute the documents necessary to effectuate the amendments to the Plan as are attached hereto.

Section 4. All actions of the Trustees related to these amendments are hereby ratified and confirmed.

Section 5. This Resolution shall become effective upon approval by the Mayor after adoption by the Town Council.

Curry	-
Rankin	-
Montgomery	-
Davis	-
Abbatiello	-

I hereby certify that the above Resolution was passed by a yea and nay vote of the Council this ____________ day of _________________, 2025.

____
Don Abbatiello, Town Council President

Delivered to the Mayor by me this ________ day of _____________, 2025.

____
Kathy M. Ruf, Town Clerk

APPROVED:

Date: ____________________ __________________________________
Megan J. M. Cook, Mayor

EFFECTIVE DATE: ___________________________, 2025

AMENDMENT NUMBER 1
TOWN OF EASTON, MD DEFINED CONTRIBUTION RETIREMENT PLAN

BY THIS AGREEMENT, Town of Easton, MD Defined Contribution Retirement Plan (herein referred to as the "Plan") is hereby amended as follows, effective as the later of the date the Employer executes the Amendment or each respective trustee acceptance/removal/resignation document is effective, except as otherwise provided herein:

1. Section F. in the Administrative Procedures is amended as follows:

F. **Trustee(s) or Insurer(s).** Information regarding Trustee(s)/Insurer(s) (required for the Summary Plan Description and, if requested, the Trust Agreement)
(Note: Select a. if not using provided trust. MUST select b and following questions as applicable):
a. [ ] Do not produce the trust agreement
b. [X] Complete the following UNLESS not selecting supporting forms:

Trustee/Insurer *(select a. OR one or more of d. - e.)*
c. [ ] **Insurer.** This Plan is funded exclusively with Contracts (select one or more of 1. - 4)
Name of Insurer(s)
1. [ ] __________
2. [ ] __________
3. [ ] Use Employer address/telephone number/email
4. [ ] Use following address/telephone number/email
a. Street: __________________________
b. City: ____________________________
c. State: ___________________________
d. Zip: ____________________
e. Telephone: ______________________
f. Email: __________________________

d. [X] Individual Trustee(s)
e. [ ] Corporate Trustee

Name of Trust
f. Specify name of Trust (required for FIS trust): Trust Agreement for Town of Easton, MD Defined Contribution Retirement Plan

Individual Trustees (if d. selected above, complete g. – j.)
Directed/Discretionary Trustees. The individual Trustee(s) executing this Adoption Agreement are (select g. or h.)
g. [ ] Select for each individual Trustee (skip to next question)
h. [X] The following selections apply to all individual Trustee(s) (select 1. - 4. as applicable)
1. [X] A discretionary Trustee over all plan assets (may not be selected with 2. - 4.)
2. [ ] A nondiscretionary (directed) Trustee over all plan assets (may not be selected with 1., 3. or 4.)
3. [ ] The individual Trustee(s) will serve as a discretionary Trustee over the following assets: ______________ (may not be selected with 1. or 2.)
4. [ ] The individual Trustee(s) will serve as a nondiscretionary (directed) Trustee over the following assets: ____________ (may not be selected with 1. or 2.)

Individual Trustee(s) (complete if d. selected above)
i. [X] Individual Trustee(s) are (select one or more of a. - j.; enter address at j. below)
a. **Name** Andrew Kitzrow
Title/Email:
1. Title Town Manager for Town of Easton
2. Email ____________ (optional)
Trustee is: (complete if g. selected above; select 3. – 6. as applicable)
3. [ ] Discretionary Trustee over all plan assets (may not be selected with 4. – 6.)
4. [ ] A discretionary Trustee over the following plan assets: __________ (may not be select with 3. or 5.)
5. [ ] Nondiscretionary Trustee over all plan assets (may not be selected with 3., 4. or 6.)
6. [ ] A nondiscretionary (directed) Trustee or Custodian over the following plan assets __________ (may not be selected with 3. or 5.)

b. **Name** Tracie A. Thomas
Title/Email:
1. Title Chief Financial Officer, Easton Utilities Commission
2. Email __________ (optional)
Trustee is: (complete if g. selected above; select 3. – 6. as applicable)
3. [ ] Discretionary Trustee over all plan assets (may not be selected with 4. – 6.)
4. [ ] A discretionary Trustee over the following plan assets: __________ (may not be select with 3. or 5.)
5. [ ] Nondiscretionary Trustee over all plan assets (may not be selected with 3., 4. or 6.)
6. [ ] A nondiscretionary (directed) Trustee or Custodian over the following plan assets __________ (may not be selected with 3. or 5.)

c. **Name** ___Carol Callahan___
Title/Email:
1. Title ___Finance Officer for Town of Easton___
2. Email __________ (optional)
Trustee is: (complete if g. selected above; select 3. – 6. as applicable)
3. [ ] Discretionary Trustee over all plan assets (may not be selected with 4. – 6.)
4. [ ] A discretionary Trustee over the following plan assets: __________ (may not be select with 3. or 5.)
5. [ ] Nondiscretionary Trustee over all plan assets (may not be selected with 3., 4. or 6.)
6. [ ] A nondiscretionary (directed) Trustee or Custodian over the following plan assets __________ (may not be selected with 3. or 5.)

d. **Name** ___John J. Horner, Jr.___
Title/Email:
1. Title ___President & CEO of Easton Utilities Commission___
2. Email __________ (optional)
Trustee is: (complete if g. selected above; select 3. – 6. as applicable)
3. [ ] Discretionary Trustee over all plan assets (may not be selected with 4. or 6.)
4. [ ] A discretionary Trustee over the following plan assets: __________ (may not be selected with 3. or 5.)
5. [ ] Nondiscretionary Trustee over all plan assets (may not be selected with 3., 4. or 6.)
6. [ ] A nondiscretionary (directed) Trustee or Custodian over the following plan assets _______________ (may not be selected with 3. or 5.)

j. [X] **Individual Trustee Address** (complete if d. selected above)
1. [X] Use Employer address/telephone number/email
2. [ ] Use following address/telephone number/email
   a. Street: __________
   b. City: __________
   c. State: __________
   d. Zip: __________
   e. Telephone: __________
   f. Email: __________

Corporate Trustee Name/Type/Address (complete if e. selected above)
k. [ ] Name __________
Address/telephone number/email
1. [ ] Use Employer address/telephone number/email
2. [ ] Use following address/telephone number/email
   a. Street: _________
   b. City: _________
   c. State: _________
   d. Zip: _________
   e. Telephone: _________
   f. Email: _________

Directed/Discretionary. The Corporate Trustee is (select 3. - 6. as applicable)
3. [ ] A discretionary Trustee over all plan assets (may not be selected with 4. – 6.)
4. [ ] A nondiscretionary (directed) Trustee over all plan assets (may not be selected with 3., 5. or 6.)
5. [ ] A discretionary Trustee over the following plan assets over the following assets:_______ (may not be selected with 3. – 4.)
6. [ ] A nondiscretionary (directed) Trustee over the following plan assets _______ (may not be selected with 3. – 4.)

Signee (optional)**:**
7. [ ] Name of person signing on behalf of the corporate Trustee __________
8. [ ] Email address of person signing on behalf of the corporate Trustee __________

Special Trustee for collection of contributions. The Employer appoints the following Special Trustee with the responsibility to collect delinquent contributions *(optional)*
l. [ ] **Name** __________
Title:
1. ________
Address/telephone number/email
2. [ ] Use Employer address/telephone number/email
3. [ ] Use following address/telephone number/email
   a. Street: __________
   b. City: __________
   c. State: __________
   d. Zip: __________
   e. Telephone: __________
   f. Email: __________

Custodian(s) Name/Address . The Custodian(s) are *(optional)*

m. [ ] **Name(s) ___________**

Address/telephone number/email

1. [ ] Use Employer address/telephone number/email
2. [ ] Use following address/telephone number/email
   a. Street: ___________
   b. City: ___________
   c. State: ___________
   d. Zip: ___________
   e. Telephone: ___________
   f. Email: ___________

Investment in common, collective or pooled trust funds. The nondiscretionary Trustee, as directed or the discretionary Trustee acting without direction (and in addition to the discretionary Trustee's authority to invest in its own funds), may invest in any of the following trust funds: *(optional)*

n. [ ] _______________ (Specify the names of one or more trust funds in which the Plan can invest)

Choice of law

o. [X] This trust will be governed by the laws of the state of:

1. [X] State in which the Employer's principal office is located
2. [ ] State in which the corporate trustee or insurer is located
3. [ ] Other __________________

The Employer executes this Amendment on the date specified below.

Town of Easton, Maryland

Date: _____________________________________ By: ____

EMPLOYER

____

[print name/title]

REFERENCE GUIDE FOR
TOWN OF EASTON, MD DEFINED CONTRIBUTION RETIREMENT PLAN

EMPLOYER: Town of Easton, Maryland
ADDRESS: 14 S. Harrison Street, P.O. Box 520, Easton, Maryland 21601
TELEPHONE: (410) 822-2525
CONTACT NAME: ____ ACCOUNT #_______________
EMPLOYER EIN: 52-6000787
FISCAL YEAR END: June 30th
PLAN YEAR END: June 30th
VALUATION DATE: daily
TRUSTEE(S): Andrew Kitzrow, Town Manager for Town of Easton, Tracie A. Thomas, Chief Financial Officer, Easton Utilities Commission, Carol Callahan, Finance Officer for Town of Easton and John J. Horner, Jr., President & CEO of Easton Utilities Commission
ADMINISTRATOR: Employer is the Administrator
PARTICIPATING EMPLOYER(S): Easton Utilities Commission
EFFECTIVE DATE OF PLAN: July 1, 2008
EFFECTIVE DATE OF RESTATEMENT: July 1, 2024

PLAN SPECS	EXPLANATION	QUEST/PG
Eligible Employees		12 p.3
	all Employees are eligible EXCEPT: Part-time employees who normally work less than 30 hours per week, sworn law enforcement officers, elected officials, board and commission members, and Interns	
Eligibility Requirements		13 p.3
-Eligibility	date of hire	
Entry Date		14 p.4
	date eligibility requirements met	
Service Crediting Method	defaults apply except for: elapsed time method used for	16 p.4
Vesting		17 p.6
-Schedule	for Employer Nonelective contributions: the following schedule applies (except 100% vested upon Normal Retirement Age, upon death or if disabled): cliff, 100% after 5 years	
-Schedule	for matching contributions: the following schedule applies (except 100% vested upon Normal Retirement Age, upon death or if disabled): cliff, 100% after 5 years	
Retirement		
-Normal	NRA: age 60 and completes five (5) Periods of Service	19 p.7
	NRD: date on which Participant attains NRA	20 p.7
-Early	ERD: no early retirement provision	21 p.7
Compensation	W-2 wages for PY	22 p.7
-Limitation Year	Plan Year (same as compensation determination period)	
Post-severance Compensation Adjustments		23 p.8
	include post-severance regular compensation include leave cashouts include deferred compensation	
Employer Contributions		
-Matching contributions		26 p.11
	On deferrals made to Town of Easton, MD Employees 457 Plan 67% of deferrals not to exceed 3% of Compensation match determination period: payroll period	
-Allocation Conditions	For Matching Contributions: no conditions to share in matching contribution	
-Employer Nonelective		24 p.8
	contribution: fixed a nonelective contribution for each Participant based on such Participant's age as follows: age 29 or less (3% of Compensation); age 30-39 (4%	

	of Compensation); age 40-49 (5.5% of Compensation) and age 50 or more (7% of compensation). Contributions will be calculated each payroll period and will be based on the Participant's age at the beginning of the payroll period	
-Allocation Conditions	for Employer Nonelective contributions: no conditions to share in Employer Nonelective contribution	25 p.10
Forfeitures		29 p.13
	used to pay Plan expenses Forfeiture: reduce Employer contribution	
Distributions		
-Form of distributions	distributions may be made in: lump-sum, partial withdrawals and partial withdrawals or installments only for RMD; and distributed in cash only no annuities	31 p.14
-Termination	distributions upon termination: as soon as feasible after termination rollovers excluded in $5,000 threshold forced cash-outs if less than $5,000	32 p.15
-Deemed severance	permits distributions for deemed severance of employment	37 p.17
-Hardships	none permitted	34 p.16
-In-service distributions	not permitted	34 p.16
-QBAD distribution	permitted	SECURE Amendment
Miscellaneous		
-Loans	not permitted	35 p.17
-Directed Investments	Permitted, may direct	Admin Proc
-Insurance	not permitted	Admin Proc

AMENDMENT NUMBER 1 TO

TOWN OF EASTON, MD DEFINED CONTRIBUTION RETIREMENT PLAN

SUMMARY OF PLAN PROVISIONS
MATERIAL MODIFICATIONS

I
INTRODUCTION

This is a Summary of Material Modifications regarding the Town of Easton, MD Defined Contribution Retirement Plan ("Plan"). Unless stated otherwise, the modifications described in this summary are effective as of July 22, 2025. The actual effective may vary, based on the execution date of any applicable trustee acceptance or resignation notices. This is merely a summary of the most 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

1. Plan Trustee Information

There has been a change to the Plan's Trustees. The names of the Plan's Trustees are:

Andrew Kitzrow, Town Manager for Town of Easton

Tracie A. Thomas, Chief Financial Officer, Easton Utilities Commission

Carol Callahan, Finance Officer for Town of Easton

John J. Horner, Jr., President & CEO of Easton Utilities Commission

NOTICE AND ACKNOWLEDGEMENT OF REMOVAL/RESIGNATION AS TRUSTEE
TOWN OF EASTON, MD DEFINED CONTRIBUTION RETIREMENT PLAN

DATE: ____________________, 20___

TO: Alan Lowrey

FROM: Plan Administrator

This notice is to advise you of your removal as a Trustee of the retirement plan specified above. In accordance with the terms of Article 3.07 of the Trust Document, your removal is effective 30 days after receipt of this notification. The Trustee removal can be effective sooner by returning an executed copy of this notification to the Plan Administrator.

~~~~~~

I hereby give written notice of my resignation from the office of Trustee of the retirement plan specified above, effective as of the date below.

Alan Lowrey____
(Name of Trustee)

____
(Signature of Trustee) *(Date)*
~~~~~~

ACCEPTANCE OF APPOINTMENT AS TRUSTEE
TOWN OF EASTON, MD DEFINED CONTRIBUTION RETIREMENT PLAN

I, the undersigned, accept my appointment to the office of Trustee of the retirement plan specified above, with full knowledge of the powers, duties and obligations of the position as established in the trust agreement. This acceptance is effective as of the date executed below.

Andrew Kitzrow
(Name of Trustee)

(Signature of Trustee) *(Date)*

ADOPTING RESOLUTION

The undersigned authorized representative of Town of Easton, Maryland (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on the date specified below, and that such resolutions have not been modified or rescinded as of the signature date below:

RESOLVED, that Amendment Number 1, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator the amendment.

The undersigned further certifies that attached hereto is a true copy of Amendment Number 1 to Town of Easton, MD Defined Contribution Retirement Plan approved and adopted in the foregoing resolution.

Date: ___________________________________ By: ____

____
[print name/title]

ORDINANCE NO. 840

AN ORDINANCE OF THE TOWN OF EASTON AMENDING CHAPTER 2 OF THE TOWN OF EASTON CODE TO ADD CAMPAIGN FINANCE PROVISIONS

INTRODUCED BY: ________________________

WHEREAS, pursuant to Article V, Section 3, of the Town Code, all elections shall be conducted in accordance with the provisions of the Town Charter, Town Code and applicable ordinances; and

WHEREAS, pursuant to § 1-101(v)(3) of the Election Law Article of the *Annotated Code of Maryland*, elections under the State law provisions do not include municipal elections;

WHEREAS, the Town of Easton wishes to promote and ensure transparency in its municipal elections; and

WHEREAS, the Town of Easton wishes to adopt campaign finance provisions that are applicable to municipal elections.

NOW, THEREFORE, be it ordained by the Town of Easton:

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

Section 2. Chapter 2 of the Town of Easton Code is hereby amended to add a new Article XI to read as shown on the Attached Exhibit A.

Section 3. If any section, clause, paragraph, sentence or phrase of the Ordinance or the application thereof to any person, property, or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the invalidity or unconstitutionality shall in no way affect other provisions or any other application of this Ordinance that can be given effect without the invalid or unconstitutional provision or application, and for this purpose the provisions of this Ordinance are declared severable.

Section 4. In accordance with Article II Section 9 of the Easton Town Charter, this ordinance shall become effective twenty (20) calendar days after approval by the Mayor or passage of this ordinance by the Council over the Mayor's veto.

Curry -
Rankin -
Montgomery -
Davis -
Abbatiello -

I hereby certify that the above Ordinance was passed by a yea and nay vote of the Council this ____________ day of __________________, 2025.

____
Don Abbatiello, Town Council President

Delivered to the Mayor by me this ________ day of ______________, 2025.

____
Kathy M. Ruf, Town Clerk

APPROVED:

Date: ________________________ _________________________________
Megan J. M. Cook, Mayor

EFFECTIVE DATE: ___________________________, 2025

EXHBIT A to Ordinance 840

Article XI. Campaign Finance

Section 2-53. Definitions.

A. **Authority Line: A statement that identifies the person or organization responsible for the production, publication, or distribution of campaign materials.**
B. **Campaign Contribution: Contributions made by individuals in support of and to be used by a candidate in furtherance of their campaign.**
C. **Campaign Loan: Contributions made by a financial institution or other entity in the business of making loans or contributions made by an individual, business, organization, political committee, or other registered political organization for which repayment is personally guaranteed by the candidate and is due within one year of the date of the loan.**
D. **Candidate: A resident of the Town of Easton who has completed all necessary requirements to run to serve on the Easton Town Council or as the Mayor. Candidate includes an individual, prior to that individual filing a nominating petition, who has accepted campaign contributions, has announced an intention to run for office, or has begun to expend funds in anticipation of running for election.**
E. **Charitable Organization: An entity that seeks to advance public benefit through charitable activities.**
F. **Independent Expenditure: Contributions made by any individual, business, organization, political committee, or other registered political organization to support or oppose a candidate but are not provided directly to a candidate nor made in coordination, cooperation, consultation, agreement, or at the request or suggestion of a candidate.**
G. **Political Committee: A group of people that accepts contributions and/or makes expenditures to influence a political election.**
H. **Registered Political Organization: An entity that is involved in influencing elections, policies, or appointments and is legally required to register with a governing body, such as a federal or state election commission.**
I. **Treasurer: A person other than the candidate who is responsible for tracking all campaign donations & expenditures and filing all required reports pursuant to this Article.**

Section 2-54. Appointment of Treasurer.

A. Each candidate shall appoint one treasurer and shall file the name, address and telephone number of the treasurer together with the treasurer's acceptance of the appointment, on a form provided by and returned to the Town Clerk upon or before and as a condition precedent to qualifying as a candidate.

B. A candidate may not serve as his or her own campaign treasurer. A treasurer may be a spouse, domestic partner, or relative of the candidate. .

C. A treasurer who resigns shall do so on a form provided by and returned to the Town Clerk. The candidate shall appoint a new treasurer in accordance with Subsection A of this Section within 72 hours of the resignation of the previous treasurer.

Section 2-55. Authority Lines.

A. Except as otherwise provided in this Section, each item of campaign material shall contain, set apart from any other message, the treasurer's name and/or authority line. For each electronic campaign material, including web pages, social media and robotic telephone calls, a message acknowledging that the treasurer and candidate approve of the electronic campaign material shall be provided in the electronic campaign material.

B. A candidate may request an exemption from this requirement from the Supervisor of Elections if a particular campaign item is too small to include all the information required by this Section..

Section 2-56. Contributions and Expenditures to Pass Through Treasurer.

A. All contributions received or disbursed by a candidate for any purpose shall be paid over to and made to pass through the hands of the treasurer and shall be disbursed by such person. It shall be a violation of this Article for any candidate to make any expenditure or to disburse or spend any money or any other valuable thing(s) for any purpose until the money or other valuable thing(s) so disbursed or expended shall have passed through the hands of the treasurer.

B. Notwithstanding the provisions of Subsection A of this Section, it is not a violation of this provision for a candidate to expend such candidate's personal funds in furtherance of his or her own election, provided that such expenditure is reported to the treasurer, and the treasurer's report indicates whether those funds were reimbursed.

C. Any campaign contributions received by a candidate must be deposited into a separate account with a financial institution. Campaign contributions shall not be commingled with any other funds.

Section 2-57. Restrictions on Campaign Contributions.

A. Except as provided in Subsection B of this Section, no candidate or treasurer may accept from a single person, business or organization, and no person, business, or organization may give or promise to any single candidate, contributions of money or in-kind things of value that total over One Thousand Dollars ($1,000) per election.

B. Contributions by a candidate or a candidate's spouse or domestic partner to the candidate's own campaign shall not be subject to, or included in, the dollar limitations set forth in this Section.

C. A candidate or treasurer who receives a contribution exceeding the limit specified in Subsection A of this Section shall not use the contribution for any purpose whatsoever, but shall return it immediately to the contributor.

D. For the purpose of this Section, the value of a contribution in kind shall be considered to be a reasonable estimate of its fair market value.

E. Contributions from political committees or any other registered political organizations are prohibited.

F. No candidate or treasurer may accept any anonymous contributions.

G. No candidate or treasurer may accept any contributions in the name of someone other than the contributor.

H. Food and beverages provided as part of a meet and greet event and donated by the host shall not be considered a campaign contribution provided the total cost is less than One Hundred Dollars ($100.00).

I. If any candidate or treasurer receives a contribution prohibited by this Section, the candidate or treasurer shall either return the contribution to the contributor immediately or forfeit the contribution to the Town immediately, which forfeiture may be used by the Town for any public purpose.

J. Campaign loans.

(1) Except as set forth in Subsection B of this Section, the total amount of all loans to a candidate for any election shall not exceed Two Thousand Five Hundred Dollars ($2,500), and no one person or entity may loan a candidate more than One Thousand Dollars ($1,000).

(2) A loan to a candidate shall be considered a contribution unless:

(a) The loan is from a financial institution or other entity in the business of making loans; or

(b) The loan is to the candidate and repayment is personally guaranteed by the candidate and is due within one year of the date of the loan.

(3) All campaign loans shall be documented on campaign finance reports in a format provided by the Town Clerk.

Section 2-58. Restrictions on the Use of Campaign Funds.

A. Campaign contributions may be used only for the following purposes:

(1) Print, radio, electronic material production, distribution, and advertisements

(2) Website/social media creation and maintenance

(3) Meals and clothing for campaign workers

(4) Tents and supplies for rallies and poll watching

(5) Cost to attend events where exposure will aid in candidate's election process

(6) Signs

B. No candidate may use campaign funds for any personal use.

C. Notwithstanding Subsection B of this Section, a candidate may disburse surplus campaign funds by returning them to contributors on a pro rata basis, paying them to the Town to be used for any public purpose, or donating them to a charitable organization. A report of such disbursement shall be filed in accordance with this Article.

Section 2-59. Campaign Finance Reports.

A. The treasurer for each candidate shall file reports with the Town Clerk containing all contributions received and expenditures made in accordance with this Article on a form provided by the Town Clerk.

B. The Town Clerk shall make all reports and/or affidavits filed pursuant to this Article available for examination by any member of the public.

C. Any report filed with the Town shall also be filed by the candidate with the State Board of Elections as required by state law, including pursuant to § 4-108.2 of the Local Government Article of the *Annotated Code of Maryland*, which may be amended from time to time.

D. Reports required by this Article shall be filed pursuant to the following schedule:

(1) Initial report. An initial report shall be filed no later than two (2) months prior to the date of the election, if applicable.

(2) Second report. A second report shall be filed no later than one (1) month prior to the date of the election.

(3) Third report. A third report shall be filed no later than one (1) week prior to the date of the election.

(4) Final report. A final report shall be filed no later than one (1) week after the date of the election.

(5) Surplus Funds Report. The treasurer shall file a report giving a full account of the disposition of any surplus funds within one (1) month after the date of the election.

E. Each report filed shall include:

(1) The total and individual amounts of all contributions received by the treasurer;

(2) The total and individual amounts of all expenditures which the candidate, or candidate's treasurer, or any person acting on their behalf made;

(3) The total and individual amounts of all loans the candidate or candidate's treasurer received; and

(4) Any balance from the prior reporting period.

F. The final report shall include a copy of the bank statements supporting the numbers in the report and documentation indicating the nature, terms, and status of each loan.

G. The Treasurer shall retain copies of all receipts and/or other documentation for all contributions and expenditures reported, which shall include dates, amounts, and information to identify each contributor and recipient of funds for a period of one year after the election.

H. Notwithstanding any other provision in this Article, a report need not itemize the campaign contributions made by the candidate or the candidate's spouse or domestic partner but may aggregate those contributions under one line or total.

I. All reports shall be executed under the penalties of perjury by the treasurer.

J. Even if no contributions or expenditures have been made during the period covered by the report, a statement to that effect shall be filed by the treasurer.

Section 2-60. Independent Expenditures.

A. Any person, business, organization, or political committee making aggregate independent expenditures of One Hundred Dollars ($100) or more in an election cycle for campaign material that is a public communication shall file reports disclosing contributions and expenditures with the Town Clerk.

B. Such report shall be filed within one week after making an expenditure of One Hundred Dollars ($100) or more for campaign material that is a public communication.

C. The independent expenditure report shall include the following information:

(1) The identity of the person, business, organization or political committee making the independent expenditures and the person exercising direction or control over the activities of the person, business, organization or political committee making the independent expenditures;

(2) The business address of the person making the independent expenditures;

(3) The amount and date or each independent expenditures during the period covered by the report and the identity of the recipient of the expenditure;

(4) The candidate or ballot issue to which the independent expenditure relates and whether the independent expenditure supports or opposes that candidate or ballot issue; and

(5) The identity of each person who made cumulative donations of Fifty Dollars ($50) or more to the person, business, organization or political committee making the independent expenditure during the period covered by the report.

D. All campaign materials that are public communications shall contain an authority line and a disclaimer that they are not made in coordination with the candidate.

Section 2-61. Violations and Penalties.

A. A candidate shall not be seated and sworn in as an elected official and shall not receive a salary or other benefits until all reports required by this Article are filed in substantial compliance with the requirements of this Article and any fines are paid, if applicable, except that any reports that are not required to be filed until after the candidate is seated and sworn in shall not prevent the seating and swearing in.

B. Any person, business, organization, or political committee who violates the provisions of this Article shall be guilty of a municipal infraction punishable by a fine of Five Hundred Dollars ($500). Each violation may be considered a separate offense.

C. In addition to the penalties above, the Town may seek injunctive relief against any violation of the provisions of this Article.

Ordinance No. 844

AN ORDINANACE OF THE TOWN OF EASTON ESTABLISHING THE TOWN BUDGET FOR FISCAL YEAR 2025/2026

Introduced By: ___________________

WHEREAS, the Town Council passed Ordinance 839 an Ordinance of the Town of Easton establishing the Town Budget for Fiscal Year 2026 on May 5, 2025; and.

WHEREAS, at the September 15, 2025 council meeting the council supported the amendment of the Human Resources budget to reduce the operating budget by $7,000 and to increase the Economic Development budget by $7,000 to allow partial funding of the Main Street Conference; therefore

SECTION 1. BE IT ENACTED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF EASTON, that the budget for the twelve month period from July 1, 2025, as submitted by Mayor, Megan JM Cook is adopted to read as follows:

ESTIMATED REVENUE-GENERAL FUND

TAXES		
Property Taxes		
Real Property	$ 13,677,912	
Unincorporated Personal	$ 15,000	
Personal Property-Corporation	$ 869,762	
Railroads & Public Utilities	$ 80,000	
Discounts Allowed on Taxes	$ (70,000)	
Penalties and Interest	$ 50,120	
Income Taxes		
Income Tax-State Shared	$ 2,315,736	
Other Local Taxes		
Admissions and Amusement	$ 3,500	
State Shared Taxes		
Franchise-Corp. Filing	$ 750	
Highway User	$ 1,596,851	
TOTAL TAXES		**$ 18,539,631**
LICENSES & PERMITS		
Business License & Permits		
Trader's License-State Shared	$ 60,000	
Other Licenses & Permits		
Building Permits	$ 875,766	
Alteration Permits	$ 206,702	
Mechanical Permits	$ 278,162	
Plumbing Permits	$ 253,136	

Electrical Permits	$	269,798		
Sign Permits	$	19,912		
Use & Occupancy Permits	$	62,598		
Sidewalk Café Permits	$	-		
Rental Housing License	$	138,446		
Other License and Permits	$	72,455		
TOTAL LICENSES & PERMITS			**$**	**2,236,975**
REVENUE FROM OTHER GOVERNMENTS				
Federal Grants	$	-		
State Grants				
Police Protection	$	350,000		
Conservation and Critical Area	$	3,500		
Fire, Rescue and Ambulance	$	13,800		
Other State Grants	$	-		
County Shared Taxes				
Financial Corporations	$	5,723		
Hotel/Motel Tax	$	515,000		
Other County Grants	$	-		
TOTAL REVENUE FROM OTHER GOVERNMENTS			**$**	**888,023**
SERVICE CHARGES				
General Government				
Zoning & Subdivision	$	120,885		
Other General Government Service Charges	$	32,488		
Public Safety				
Crossing Guard Service	$	55,000		
Other Police Service	$	50,500		
Highway & Streets				
Street and Curb Repairs	$	10,000		
Public Parking Facilities	$	40,000		
Sanitation & Waste Removal				
Waste Collection & Disposal	$	2,269,965		
Recycling	$	679,220		
Other	$	10,500		
Recreation				
Recreation	$	40,000		
Other Recreation	$	-		
Economic Development	$	-		
TOTAL SERVICE CHARGES			**$**	**3,308,558**
FINES & FORFEITURES				
Parking Fines	$	35,000		
Municipal Infractions	$	2,400		
Inspection Violations	$	6,507		
TOTAL FINES & FORFEITURES			**$**	**43,907**

MISCELLANEOUS REVENUE		
Interest Income	$ 500,000	
Investment Income	$ 287	
Rents & Concessions	$ 6,890	
Contributions and Donations	$ -	
Payment in Lieu of Tax-EUC	$ 2,446,185	
Sale of Town Property	$ -	
Miscellaneous	$ 8,000	
TOTAL MISCELLANEOUS REVENUE		**$ 2,961,362**
INTERFUND TRANSFER		
Transfer In		
Law Enforcement Fund	$ 101,000	
Infrastructure Development Fund	$ -	
Land Enterprise Fund	$ -	
Airport Industrial Land Fund	$ -	
TOTAL INTERFUND TRANSFER		**$ 101,000**
DEBT PROCEEDS		
Proceeds from Bond and Loans	$ -	
TOTAL DEBT PROCEEDS		**$ -**
TOTAL GENERAL FUND REVENUE		**$ 28,079,456**

ESTIMATED EXPENDITURES-GENERAL FUND

GENERAL GOVERNMENT		
Town Council	$ 161,699	
Town Clerk	$ 311,993	
Mayor	$ 110,295	
Town Manager	$ 504,422	
Information Technology	$ 748,711	
Human Resouces	$ 439,874	
Elections	$ 5,240	
Financial Administration	$ 1,333,116	
Planning and Zoning	$ 810,175	
General Services Municipal Building	$ 849,186	
TOTAL GENERAL GOVERNMENT		**$ 5,274,711**
PUBLIC SAFETY		
Police	$ 8,716,874	
Traffic Control	$ 61,936	
Fire Department	$ 330,474	
Code Enforcement	$ 927,641	
Rental Housing Inspection	$ 229,287	
Town Engineering	$ 1,234,209	
TOTAL PUBLIC SAFETY		**$ 11,500,421**

PUBLIC WORKS

Public Works Administration	$ 603,752	
Waste Collection	$ 2,857,078	
Street, Road and Alley Maintenance	$ 1,747,560	
Street, Road and Alley Construction	$ 1,859,482	
TOTAL PUBLIC WORKS		**$ 7,067,872**
RECREATION		
Parks & Recreation Administration	$ 192,052	
TOTAL RECREATION		**$ 192,052**
ECONOMIC DEVELOPMENT		
Economic Development	$ 510,260	
TOTAL ECONOMIC DEVELOPMENT		**$ 510,260**
MISCELLANEOUS		
Miscellaneous	$ 872,502	
Liability & Other Insurance	$ -	
TOTAL MISCELLANEOUS		**$ 872,502**
DEBT SERVICE		
Principal & Interest	$ 17,519	
Leases	$ 272,803	
TOTAL DEBT SERVICE		**$ 290,322**
INTERFUND TRANSFERS		
Transfer to Debt Service	$ 741,517	
Transfer to Budget Stabilization	$ 541,040	
Transfer to Capital	$ 1,088,759	
Transfer to Land Enterprise	$ -	
TOTAL INTERFUND TRANSFERS		**$ 2,371,316**
TOTAL GENERAL FUND EXPENDITURES AND OTHER FINANCING USES		**$ 28,079,456**

ESTIMATED REVENUE-CAPITAL FUND

INTERFUND TRANSFERS		
Transfer from Debt Service	$ -	
Transfer from General Fund	$ 1,088,759	
Transfer from Impact Fee	$ -	
TOTAL INTERFUND TRANSFER		**$ 1,088,759**
DEBT PROCEEDS		
Proceeds from Bond and Loans	$ -	
TOTAL DEBT PROCEEDS		**$ -**
TOTAL CAPITAL FUND REVENUE		**$ 1,088,759**

ESTIMATED EXPENDITURES-CAPITAL FUND

GENERAL GOVERNMENT

Town Council	$ -	
Town Clerk	$ -	
Mayor	$ -	
Town Manager	$ 5,000	
Information Technology	$ 25,000	
Human Resources	$ -	
Financial Administration	$ -	
Planning and Zoning	$ -	
General Services Municipal Building	$ 40,000	
TOTAL GENERAL GOVERNMENT		**$ 70,000**
PUBLIC SAFETY		
Police	$ 86,259	
Traffic Control	$ -	
Fire Department	$ 82,500	
Code Enforcement	$ -	
Rental Housing Inspection	$ -	
Traffic Engineering	$ 605,000	
TOTAL PUBLIC SAFETY		**$ 773,759**
PUBLIC WORKS		
Public Works Administration	$ -	
Sanitation	$ 94,000	
Street, Road and Alley Maintenance	$ 101,000	
Street, Road and Alley Construction	$ -	
TOTAL PUBLIC WORKS		**$ 195,000**
RECREATION		
Parks & Recreation	$ 50,000	
TOTAL RECREATION		**$ 50,000**
ECONOMIC DEVELOPMENT		
Economic Development	$ -	
TOTAL ECONOMIC DEVELOPMENT		**$ -**
TOTAL CAPITAL FUND EXPENDITURES		**$ 1,088,759**

SECTION 2. BE IT FURTHER ENACTED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF EASTON, that this Ordinance shall take effect ______________, 2025.

Curry
Rankin
Montgomery
Davis
Abbatiello

I hereby certify that the above Ordinance was passed by a yea and nay vote of the Council this _______ day of __________________, 2025.

Don Abbatiello, Council President

Delivered to the Mayor by me this _________ day of ________________, 2025.

Kathy M Ruf, Town Clerk

APPROVED:

Date: _____________________________

EFFECTIVE DATE: ________________________________

____
Megan JM Cook, Mayor

TOWN OF EASTON

P.O. Box 520
Easton, Maryland 21601
www.town-eastonmd.com

To: Council Members

From: Carol Callahan, Finance officer

Date: September 11, 2025

Re: Budget Amendment

Attached please find a proposed budget amendment ordinance. Briefly stated, there is no change to the total General Fund Budget. The proposed amendment would transfer $7,000 from the Human Resources Department training budget line item 001-1075-510-30-33 to the Economic Development Department Budget Promotional Activities 001-6010-560-30-48 to contribute towards the Maryland Main Street event that will be held in Easton, Maryland in October 2025.

If you have any questions, please contact the mayor or myself.

Ordinance No. 846

AN ORDINANCE OF THE TOWN OF EASTON TO CARRY FORWARD CERTAIN CAPITAL FUND EXPENDITURES INTO FISCAL YEAR 2026

Introduced By: __Rev Davis______________

WHEREAS, The Town Council passed Ordinance 843 an Ordinance of the Town of Easton to carry forward certain Capital Fund Expenditures into Fiscal Year 2026; and

WHEREAS, The Town of Easton Council supports the amendment of said ordinance to transfer the remaining balance from CF FY20-04 to FY26-24 to satisfy the match requirements under the Maryland Historic Trust Grant

NOW THEREFORE, Be it resolved by the Town Council of the Town of Easton that the Mayor is hereby authorized to carry forward the following capital fund expenditures into Fiscal Year 2026:

Section 1. The following projects for the twelve month period from July 1,2025, as submited by Mayor, Megan JM Cook is amended to read as follows:

FY20-04	390-1400-510-60-62	Visitor Center Renovation	$	(40,000)
FY26-24	390-1400-510-60-62	Railroad Station Reroofing Project	$	40,000
			$	-

Section 2. In accordance with Article II, Section 9 of the Easton Town Charter, this ordinance shall become effective on the later of twenty (20) calendar days after approval by the Mayor or passage of this ordiance by the Council over the Mayor's veto.

Curry
Rankin
Montgomery
Davis
Abbatiello

I hereby certify that the above Ordinance was passed by a yea and nay vote of the Council this __________day of ________________, 2025.

MEMORANDUM

To: Honorable Mayor, Town Manager, and Members of the Town Council

From: Director of Buildings & Facilities

Date: September 29, 2025

Re: Transfer of Capital Project Funds – Visitor's Center Renovation to Railroad Station Reroofing Project

Pursuant to Ordinance No. 843, An Ordinance of the Town of Easton to Carry Forward Certain Capital Fund Expenditures into Fiscal Year 2026, the Town is authorized to reallocate prior year capital funds for approved projects.

This memorandum seeks Council approval to transfer $40,000 from CF FY20-04, Account 390-1400-510-60.62, "Visitor's Center Renovation", to FY26-24, Account 390-1400-514-60.62, "Railroad Station Reroofing Project."

The Maryland Historic Trust has awarded the Town a matching grant of $40,000 toward the Railroad Station reroofing project. As a condition of the award, the Town must contribute a dollar-for-dollar match, thereby being responsible for one-half of the total project cost.

The reallocation of funds from the Visitor's Center account will satisfy the Town's share of the required match and ensure the Railroad Station project is fully funded including contingency for unforeseen circumstances. After the project completion, any remaining Town funds will be reallocated and any unspent grant funds will be returned to the Maryland Historic Trust.

This project is a critical preservation initiative for one of Easton's most historically significant assets, and this transfer allows the project to proceed in accordance with the grant agreement.

Approval of the transfer of funds from CF FY20-04, Account 390-1400-510-60.62, Visitor's Center Renovation, to FY26-24, Account 390-1400-514-60.62, Railroad Station Reroofing Project, is respectfully requested in order to provide the Town's matching contribution and authorize project funding.

Respectfully submitted,

Director of Buildings & Facilities

Selection Criteria:

From Date . . . . . :	08/01/2025
To Date . . . . . . :	08/31/2025
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
08/06/2025	88412	3515	ACTION ENVIRONMENTAL SE	07242025	RETURN OF BOND	001-0000-219.10-95	DEMOBP	1/2026	2,500.00
								Total	2,500.00
08/06/2025	88413	2737	ALARM ENGINEERING INC	6661819	7/1-9/30/25 QRTLY SVCS	001-1070-510.30-46		1/2026	1,410.00
								Total	1,410.00
08/06/2025	88414	2689	AMAZON CAPITAL SERVICES	1FDF-QRGW-G9G9	OTHER	001-1400-514.30-52		1/2026	31.98
				1LCW-KC4X-JYJX	OTHER	001-3040-530.30-52		1/2026	209.23
				1LCW-KC4X-JYJX	OTHER	001-3040-530.30-56		1/2026	7.91
				1LLN-TGT7-113V	OTHER	001-1050-510.30-52		1/2026	79.97
				1LLN-TGT7-113V	OTHER	001-1200-512.30-51		1/2026	165.87
				1MLK-DMRX-HVWL	OTHER	001-1050-510.30-52		1/2026	28.03
				19TK-R1HT-W6FX	OTHER	001-2310-523.30-51		1/2026	39.99
								Total	562.98
08/06/2025	88415	2305	AMERICAN ASSOCIATION OF	250000783	MEMBERSHIP RENEWAL 123126	001-2040-520.30-54		1/2026	125.00
								Total	125.00
08/06/2025	88416	98	APG MEDIA OF CHESAPEAKE	3084043	PLANNING COMM MEETING	001-1310-513.30-48		1/2026	288.75
				3085402	PC COMPREHENSIVE PLAN	001-1310-513.30-48		1/2026	288.76
				3086071		001-1310-513.30-48		2/2026	118.13
				3086072		001-1310-513.30-48		2/2026	118.13
				3086073		001-1310-513.30-48		2/2026	118.13
				3086074		001-1310-513.30-48		2/2026	144.38
				6/25/2025		001-1310-513.30-48		13/2025	236.25
								Total	1,312.53
08/06/2025	88417	1972	AUTOZONE INC	01835493958	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	28.98
								Total	28.98
08/06/2025	88418	1859	BELL CREEK EQUIPMENT	185167	MISCELLANEOUS PRODUCTS	001-3045-530.30-56		1/2026	73.80
				185168	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		1/2026	171.13
								Total	244.93
08/06/2025	88419	59	BRAMBLE INC, DAVID A	33879	EASTON VILLAGE RAILS/TRLS	001-3035-530.30-52		1/2026	253.97
				33904	MATTHEWTOWN RUN	001-3035-530.30-52		1/2026	1,634.88
				33904	MATTHEWTOWN RUN	001-3045-530.30-52		1/2026	583.36
								Total	2,472.21
08/06/2025	88420	2939	CARRION ELECTRIC	16878	MISCELLANEOUS PRODUCTS	001-3040-530.30-34		1/2026	676.80
				16886	IDELWILD PRK CHILD GARDEN	001-1400-514.30-46		1/2026	979.42
				16887	IDELWILD PRK BB PANEL	001-3035-530.30-34		1/2026	1,486.82
								Total	3,143.04
08/06/2025	88421	3079	CARROLL INDEPENDENT FUE	1341137		001-3035-530.30-55		1/2026	971.47
								Total	971.47
08/06/2025	88422	1680	CINTAS CORPORATION #100	5281996804	EASTON POLICE DEPT	001-2010-520.30-52		1/2026	143.54
								Total	143.54
08/06/2025	88423	1603	CINTAS FIRST AID & SAFE	5281213009		001-3025-530.30-52		1/2026	33.32
								Total	33.32

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/06/2025	88424	943	COMMUNITY ANIMAL HOSPIT	279586	K9 WAYLON	001-2020-520.30-49		1/2026	434.56
								Total	434.56
08/06/2025	88425	1929	CONSUMER PROTECTION DIV	JULY 2025		001-0000-201.03-00		1/2026	550.00
								Total	550.00
08/06/2025	88426	126	DELL MARKETING L.P.	10828054885	OTHER	001-2310-523.30-35		1/2026	1,596.48
								Total	1,596.48
08/06/2025	88427	1101	DELMARVA CASTINGS & SUP	49629		001-3045-530.30-52		1/2026	320.00
								Total	320.00
08/06/2025	88428	129	DEPENDABLE SSR LLC	2384		001-3040-530.30-34		1/2026	271.75
				2384		001-3045-530.30-34		1/2026	271.76
								Total	543.51
08/06/2025	88429	2853	DIEM, THOMAS M	07312025	EMPLOYEE LUNCH/GROCERIES	001-2210-522.30-48		1/2026	637.86
								Total	637.86
08/06/2025	88431	146	E D SUPPLY CO INC	6675-1452762		001-1400-514.30-52		1/2026	27.10
				6675-1456668		001-1400-514.30-52		1/2026	28.38
				6675-1459330		001-1400-514.30-50		1/2026	14.23
				6675-1459375		001-1400-514.30-50		1/2026	29.21
								Total	98.92
08/06/2025	88432	1000	EASTERN SHORE COFFEE &	822399		001-3025-530.30-52		1/2026	54.42
				822399		001-3040-530.30-52		1/2026	54.41
				822399		001-3045-530.30-52		1/2026	54.41
								Total	163.24
08/06/2025	88433	170	EASTON UTILITIES	07162025		001-1400-514.30-43		1/2026	142.13
				07162025		001-2010-520.30-43		1/2026	24.23
				07162025		001-2310-523.30-43		1/2026	317.97
				07162025		001-3010-530.30-43		1/2026	1,644.00
				07162025		001-4010-540.30-43		1/2026	579.61
				07162025		001-6000-560.30-43		1/2026	789.59
				07232025		001-2010-520.30-41		1/2026	2,105.27
				07232025		001-2010-520.30-43		1/2026	7,919.85
								Total	13,522.65
08/06/2025	88434	2952	ELECTRICAL AUTOMATION S	140002749		001-1400-514.30-46		1/2026	1,120.00
								Total	1,120.00
08/06/2025	88435	181	EWING DIETZ FOUNTAIN &	61025	BLCK DOG ALY WEEMS ANNX	001-1310-513.30-31	AN0019	13/2025	70.00
				61525		001-1010-510.30-31		13/2025	2,654.00
				61525		001-1050-510.30-31		13/2025	102.50
				61525		001-1060-510.30-31		13/2025	635.50
				61525		001-1200-512.30-31		13/2025	246.00
				61525		001-1310-513.30-31		13/2025	2,480.97
				61525		001-1400-514.30-31		13/2025	225.50
				61525		001-2220-522.30-31		13/2025	747.00
				61525		001-2310-523.30-31		13/2025	492.00
				61525		001-6000-560.30-31		13/2025	41.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
								Total	7,694.47
08/06/2025	88436	179	EWING INC, PAUL T	0541948-IN	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	449.98
				0542011-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	55.00
				0542031-IN	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	79.90
				0542113-IN	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	553.89
								Total	1,138.77
08/06/2025	88437	1269	FRATERNAL ORDER OF POLI	JULY 2025	JULY 2025 LODGE DUES	001-0000-217.17-00		1/2026	2,040.00
								Total	2,040.00
08/06/2025	88438	3420	GIPE ASSOCIATES INC	44097	NEW HOSPITAL PROF SRVS	001-2210-522.30-34	IN2503	1/2026	1,320.00
								Total	1,320.00
08/06/2025	88439	3225	HARTFORD, THE	625267948082		001-1010-510.10-23		2/2026	95.25
				625267948082		001-1050-510.10-23		2/2026	51.41
				625267948082		001-1060-510.10-23		2/2026	10.50
				625267948082		001-1065-510.10-23		2/2026	85.62
				625267948082		001-1070-510.10-23		2/2026	151.97
				625267948082		001-1075-510.10-23		2/2026	83.81
				625267948082		001-1200-512.10-23		2/2026	174.01
				625267948082		001-1310-513.10-23		2/2026	168.91
				625267948082		001-1400-514.10-23		2/2026	99.99
				625267948082		001-2010-520.10-23		2/2026	480.48
				625267948082		001-2020-520.10-23		2/2026	960.00
				625267948082		001-2040-520.10-23		2/2026	301.99
				625267948082		001-2210-522.10-23		2/2026	241.89
				625267948082		001-2310-523.10-23		2/2026	238.55
				625267948082		001-3010-530.10-23		2/2026	74.41
				625267948082		001-3025-530.10-23		2/2026	224.79
				625267948082		001-3040-530.10-23		2/2026	313.69
				625267948082		001-3045-530.10-23		2/2026	304.01
				625267948082		001-4010-540.10-23		2/2026	81.29
				625267948082		001-7020-570.10-23		2/2026	21.15
				625267948082		001-7030-570.10-23		2/2026	223.98
								Total	4,387.70
08/06/2025	88440	3516	HENRY CAPITAL EASTON LL	07232025	RETURN OF BOND	001-0000-219.10-95	DEMOBP	1/2026	2,500.00
								Total	2,500.00
08/06/2025	88441	239	HOPKINS SALES CO INC	501900		001-1400-514.30-52		1/2026	253.51
				502074		001-1400-514.30-52		1/2026	98.62
								Total	352.13
08/06/2025	88443	2297	LANDS END BUSINESS OUTF	SIN13174958		001-1065-510.30-52		1/2026	64.86
				SIN13183320		001-1010-510.30-52		1/2026	345.59
								Total	410.45
08/06/2025	88444	2248	MARSHALL PROPERTY MANAG	437346	112 Glenwood Ave	001-2220-522.30-34		1/2026	325.00
				437709	9 N Aurora St	001-2220-522.30-34		1/2026	110.00
				437711	29506 Golton Dr	001-2220-522.30-34		1/2026	159.00
				437870	521 August St	001-2220-522.30-34		1/2026	225.00
								Total	819.00

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08/06/2025	88446	2533	MCI	07112025		001-2010-520.30-41		1/2026	36.25
				07192025		001-2010-520.30-41		1/2026	34.18
								Total	70.43
08/06/2025	88447	3510	MONTGOMERY, W DAVID	06/22-24	OC MML CONVENTION	001-1010-510.30-39		13/2025	152.43
								Total	152.43
08/06/2025	88448	1760	NEWCOMB, TREVOR B	07292025	Shore Leadership App Fee	001-1400-514.30-33		1/2026	150.00
								Total	150.00
08/06/2025	88449	389	PIERSON COMFORT GROUP L	QB20249	North Park Sports Complex	001-3035-530.30-34		1/2026	285.00
				QB202505	Morton Park/Port St	001-3035-530.30-34		1/2026	260.00
								Total	545.00
08/06/2025	88450	2497	POTOMAC VALLEY BRICK &	3962579		001-3045-530.30-52		1/2026	23.00
								Total	23.00
08/06/2025	88451	3080	PSA INSURANCE & FINANCI	6639354	Jul - Sept '25	001-7020-570.10-23		1/2026	2,700.00
								Total	2,700.00
08/06/2025	88452	411	QUILL CORPORATION	44989566	OTHER	001-1400-514.30-52		1/2026	180.25
				44989566	OTHER	001-2210-522.30-51		1/2026	30.02
								Total	210.27
08/06/2025	88453	413	R E MICHEL CO LLC	315617009		001-1400-514.30-52		1/2026	5.16
								Total	5.16
08/06/2025	88454	3005	RELIABLE CONCRETE SERVI	1809	NEP Crosswalk	001-3035-530.30-34		1/2026	2,242.50
				1810		001-3045-530.30-34		1/2026	2,474.00
								Total	4,716.50
08/06/2025	88455	3394	RMS FITNESS	116080	Preventative Maint Svcs	001-2020-520.30-35		1/2026	280.00
								Total	280.00
08/06/2025	88456	448	SHERWIN-WILLIAMS CO, TH	3364-1		001-1400-514.30-52		1/2026	26.95
								Total	26.95
08/06/2025	88457	2513	SITEONE LANDSCAPE SUPPL	156512326-001	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	885.04
				156566703-001	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	160.30
				156628954-001	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	193.84
				156659022-001	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	93.18
								Total	1,332.36
08/06/2025	88458	461	SPURRY'S TIRE SERVICE I	00137002	MISCELLANEOUS PRODUCTS	001-3025-530.30-46		1/2026	3,462.63
				00137218		001-2010-520.30-56		1/2026	1,118.76
								Total	4,581.39
08/06/2025	88459	3514	TALBOT COUNTY SHERIFF'S	25-0001		001-2010-520.10-14		13/2025	1,086.40
								Total	1,086.40
08/06/2025	88461	2614	UNIFIRST CORPORATION	1430191350		001-3025-530.30-36		1/2026	117.04
				1430191366		001-3010-530.30-36		1/2026	18.91
				1430191366		001-3025-530.30-36		1/2026	41.52

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/06/2025	88461	2614	UNIFIRST CORPORATION	1430191366		001-3035-530.30-36		1/2026	22.76
				1430191366		001-3040-530.30-36		1/2026	84.59
				1430191366		001-3045-530.30-36		1/2026	34.47
				1430191369		001-3010-530.30-46		1/2026	6.30
				1430191369		001-3045-530.30-36		1/2026	40.51
				1430191379		001-3040-530.30-36		1/2026	118.12
				1430191382		001-3010-530.30-36		1/2026	29.29
								Total	513.51
08/06/2025	88462	2251	VERIZON	07132025		001-2010-520.30-41		1/2026	1,144.24
				07152025		001-2010-520.30-41		1/2026	166.27
								Total	1,310.51
08/06/2025	88463	1810	VULCAN CONSTRUCTION MAT	4066218		001-3045-530.30-52		1/2026	996.99
				4067078		001-3045-530.30-52		1/2026	446.89
				4067539		001-3045-530.30-52		1/2026	427.67
								Total	1,871.55
08/06/2025	88464	515	WALMART	07082025		001-2010-520.30-48		1/2026	41.06
				07919		001-2040-520.30-33		12/2025	53.95
				08193		001-2010-520.30-39		12/2025	47.52
								Total	142.53
08/06/2025	88465	2872	WILLIS TOWERS WATSON SO	4100824		001-7030-570.30-45		1/2026	2,639.54
								Total	2,639.54
08/06/2025	88466	2484	WL CONSTRUCTION SUPPLY	35835		001-3045-530.30-52		13/2025	521.00
								Total	521.00
08/06/2025	88467	1220	XEROX CORPORATION	023905785		001-2010-520.30-46		1/2026	10.07
								Total	10.07
08/13/2025	88469	2689	AMAZON CAPITAL SERVICES	1GKR-MP49-PWDR		001-3045-530.30-52		1/2026	82.98
								Total	82.98
08/13/2025	88470	3259	AMAZON WEB SERVICES INC	2251365469		001-1070-510.30-34		1/2026	1,375.38
								Total	1,375.38
08/13/2025	88471	98	APG MEDIA OF CHESAPEAKE	3085293		001-1010-510.30-48		1/2026	367.52
				3085646		001-1010-510.30-48		1/2026	65.63
				3086342		001-1310-513.30-48		2/2026	236.25
								Total	669.40
08/13/2025	88472	2515	ARGUS INDUSTRIAL CO LLC	A12462		001-3045-530.30-56		1/2026	241.04
								Total	241.04
08/13/2025	88481	1859	BELL CREEK EQUIPMENT	185665	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		1/2026	13.04
								Total	13.04
08/13/2025	88482	2921	CANON FINANCIAL SERVICE	41530830		001-2010-520.30-46		1/2026	137.08
								Total	137.08
08/13/2025	88483	3079	CARROLL INDEPENDENT FUE	118081-1326084		001-1400-514.30-55		1/2026	109.19

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/13/2025	88483	3079	CARROLL INDEPENDENT FUE	118081-1326084		001-2010-520.30-55		1/2026	215.66
				118081-1326084		001-2020-520.30-55		1/2026	3,140.27
				118081-1326084		001-2040-520.30-55		1/2026	391.88
				118081-1326084		001-2210-522.30-55		1/2026	175.05
				118081-1326084		001-2220-522.30-55		1/2026	79.30
				118081-1326084		001-2310-523.30-55		1/2026	409.43
				118081-1326084		001-3010-530.30-55		1/2026	127.18
				118081-1326084		001-3025-530.30-55		1/2026	3,464.15
				118081-1326084		001-3035-530.30-55		1/2026	424.17
				118081-1326084		001-3040-530.30-55		1/2026	3,826.95
								Total	12,363.23
08/13/2025	88484	1059	CHOPTANK ELECTRIC COOPE	07312025		001-3040-530.30-43		1/2026	815.00
								Total	815.00
08/13/2025	88485	1680	CINTAS CORPORATION #100	5282971305		001-3025-530.30-52		1/2026	91.37
				5282971305		001-3040-530.30-52		1/2026	91.37
								Total	182.74
08/13/2025	88486	3512	COTALITY	REFUND		001-0000-201.00-00		1/2026	5,740.00
								Total	5,740.00
08/13/2025	88487	9999999	COTALITY	000118006	TAX REFUNDS	001-0000-201.00-00		2/2026	635.76
								Total	635.76
08/13/2025	88488	9999999	COTALITY	000118006	TAX REFUNDS	001-0000-201.00-00		2/2026	1,153.50
								Total	1,153.50
08/13/2025	88490	2975	DELAWARE ELEVATOR SERVI	44370025		001-1400-514.30-46		1/2026	144.00
								Total	144.00
08/13/2025	88491	146	E D SUPPLY CO INC	6675-1454705	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	24.68
				6675-1457907		001-3045-530.30-52		1/2026	40.98
				6675-1461872		001-1400-514.30-52		2/2026	2.32
								Total	67.98
08/13/2025	88492	2680	EASTERN SHORE AUTO PART	563801		001-2110-521.30-56		1/2026	65.07
				564187	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	3.46
				564275	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	3.64
				564392	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	5.43
				564439	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	135.00
				564455	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		1/2026	6.00
				564526	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	20.82
				564701	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	292.00
				564773	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	165.00
				564818	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		1/2026	72.36
				564984	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		1/2026	43.10
				565089	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	15.40
								Total	827.28
08/13/2025	88493	1000	EASTERN SHORE COFFEE &	670332		001-3010-530.30-52		1/2026	8.95
								Total	8.95

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08/13/2025	88495	162	EASTON HARDWARE INC	324119		001-2110-521.30-52		1/2026	38.99
				324139	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	60.93
				324220	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	8.10
				324414		001-2110-521.30-52		1/2026	12.42
				324580	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	59.99
				325147	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	4.50
				325250		001-2110-521.30-52		1/2026	7.20
				325306		001-1400-514.30-52		1/2026	12.06
				325309		001-1400-514.30-52		1/2026	12.60
				325619	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	5.40
				326333		001-2110-521.30-52		1/2026	3.34
				326863		001-1400-514.30-52		1/2026	10.80
				326871	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	23.40
				327234	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	30.06
				327262		001-1400-514.30-50		1/2026	12.96
				327602		001-1400-514.30-52		1/2026	4.50
				327831		001-1400-514.30-52		1/2026	3.81
				327941		001-1400-514.30-37		1/2026	18.00
				327951		001-1400-514.30-52		1/2026	3.81
				327969	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	107.88
				328385		001-1400-514.30-50		1/2026	6.12
								Total	446.87
08/13/2025	88496	2848	ENTERPRISE FM TRUST	428419B-080525		001-3010-530.30-44		2/2026	20,202.44
								Total	20,202.44
08/13/2025	88497	179	EWING INC, PAUL T	540684	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	941.00
				540926		001-3040-530.30-52		13/2025	609.99
				540928	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	558.00
				540941	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	59.40
				542028-IN		001-2210-522.30-52		1/2026	71.40
				542095-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	150.00
				542197	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	229.99
				542325-IN	MISCELLANEOUS PRODUCTS	001-3035-530.30-52		2/2026	185.00
				542368-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	69.50
				542529-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	81.72
								Total	2,956.00
08/13/2025	88499	9999999	FOR ALL SEASONS INC	000108870	TAX REFUNDS	001-0000-201.00-00		2/2026	4,421.40
								Total	4,421.40
08/13/2025	88500	2794	GILLESPIE PRECAST LLC	132369		001-3045-530.30-56		1/2026	3,952.32
								Total	3,952.32
08/13/2025	88501	3121	GRIFFITH ENERGY SVCS IN	23595		001-2110-521.30-55		1/2026	1,626.53
				94529		001-2110-521.30-55		1/2026	183.00-
								Total	1,443.53
08/13/2025	88503	2571	HILYARD'S BUSINESS SOLU	INV337429		001-2220-522.30-46		1/2026	107.86
				INV337429		001-4010-540.30-46		1/2026	107.86
								Total	215.72
08/13/2025	88504	237	HOME PARAMOUNT PEST CON	20017055		001-1400-514.30-46		1/2026	33.00

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08/13/2025	88504	237	HOME PARAMOUNT PEST CON	20017057		001-1400-514.30-46		1/2026	33.00
				20017059		001-1400-514.30-46		1/2026	70.00
								Total	136.00
08/13/2025	88505	18	JOHNSON CONTROLS SECURI	41507429		001-1400-514.30-46	EDMY01	1/2026	243.26
								Total	243.26
08/13/2025	88507	3226	KCI TECHNOLOGIES INC	10-ARIV1027949	June Inspection Svcs	001-2310-523.30-31		13/2025	18,672.00
				10-ARIV1027950	June Inspection Svcs	001-2310-523.30-31		13/2025	9,648.00
				10-ARIV1027951	June Inspection Svcs	001-2310-523.30-31		13/2025	18,000.00
								Total	46,320.00
08/13/2025	88508	2297	LANDS END BUSINESS OUTF	SIN13192421		001-1065-510.30-52		1/2026	54.91
								Total	54.91
08/13/2025	88509	1786	LOCAL GOVT INSURANCE TR	125807		001-7030-570.30-45		1/2026	1,411.00
								Total	1,411.00
08/13/2025	88513	278	LOWE'S	70347		001-3045-530.30-52		1/2026	463.80
				71070		001-4010-540.30-52		12/2025	24.00
				72049		001-1400-514.30-52		1/2026	27.18
				72097		001-3045-530.30-52		1/2026	103.53
				72259	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	96.92
				73083	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	41.74
				73537	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	19.75
				76710	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	293.00
				77482	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	94.92
				79489		001-1400-514.30-50		1/2026	29.43
				79573	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	82.61
				80428		001-1400-514.30-50		1/2026	56.51
				80539	MISCELLANEOUS PRODUCTS	001-3045-530.30-56		1/2026	39.39
				80961		001-1400-514.30-50		1/2026	92.44
				82055		001-3040-530.30-52		12/2025	67.62
				82086		001-2310-523.30-52	ARP008	12/2025	140.22
				82721		001-3040-530.30-52		12/2025	43.09
				83299		001-1400-514.30-50		1/2026	18.98
				88792		001-1400-514.30-35		12/2025	224.08
				89645		001-1400-514.30-37		12/2025	75.96
				89865		001-1400-514.30-35		12/2025	758.06
				90032	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	49.36
				90654	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	45.49
				91636	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	22.75
				93947		001-1400-514.30-52		1/2026	5.30
				94826CR		001-1400-514.30-50		1/2026	23.75-
				94926		001-1400-514.30-52		1/2026	25.33
				97814		001-1400-514.30-52		1/2026	82.61
				97852		001-3045-530.30-52		1/2026	108.24
				98515		001-1400-514.30-52		1/2026	3.31
				98682	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	49.78
				98915		001-3035-530.30-52		1/2026	71.12
								Total	3,232.77
08/13/2025	88514	2248	MARSHALL PROPERTY MANAG	438141		001-2220-522.30-34		1/2026	55.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/13/2025	88514	2248	MARSHALL PROPERTY MANAG	438142		001-2220-522.30-34		1/2026	110.00
				438143		001-2220-522.30-34		1/2026	55.00
				438199		001-2220-522.30-34		1/2026	110.00
				438201		001-2220-522.30-34		1/2026	55.00
				438210		001-2220-522.30-34		1/2026	55.00
								Total	440.00
08/13/2025	88515	322	MARYLAND ENVIRONMENTAL	338167		001-3025-530.30-34		1/2026	33,611.23
				617682		001-3025-530.30-34		1/2026	681.40
								Total	34,292.63
08/13/2025	88516	2205	MATHESON TRI-GAS INC	0031807481		001-3040-530.30-52		1/2026	89.54
								Total	89.54
08/13/2025	88517	2830	MCCI LLC	RN23960		001-1070-510.30-34		1/2026	10,747.50
								Total	10,747.50
08/13/2025	88518	333	MID-ATLANTIC WASTE SYST	PSO041036	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	112.11
								Total	112.11
08/13/2025	88519	2867	MONTGOMERY IRRIGATION	193997151	MISCELLANEOUS PRODUCTS	001-3035-530.30-34		1/2026	142.00
				193997917	MISCELLANEOUS PRODUCTS	001-3035-530.30-34		1/2026	550.00
								Total	692.00
08/13/2025	88520	364	NORTHERN TOOL & EQUIPME	E919CA78	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	1,299.99
								Total	1,299.99
08/13/2025	88521	3386	NOVA SIXA LLC	1006		001-2010-520.30-34		1/2026	10,000.00
								Total	10,000.00
08/13/2025	88522	2901	QUADIENT FINANCE USA IN	7/21/25	POSTAGE	001-1400-514.30-41		1/2026	5,515.00
								Total	5,515.00
08/13/2025	88523	825	R C HOLLOWAY CO	541949	MISCELLANEOUS PRODUCTS	001-3045-530.30-56		1/2026	29.32
				542053	MISCELLANEOUS PRODUCTS	001-3045-530.30-56		1/2026	120.79
				542278	MISCELLANEOUS PRODUCTS	001-1400-514.30-56		1/2026	142.71
				542278	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	142.71
				542278	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		1/2026	142.71
				543434	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	494.13
				543679 CREDIT	Core Return	001-2110-521.30-56		1/2026	64.00-
								Total	1,008.37
08/13/2025	88524	3479	RECON LAWN CARE	699		001-3040-530.30-34		1/2026	22,370.00
								Total	22,370.00
08/13/2025	88525	3005	RELIABLE CONCRETE SERVI	1814		001-3045-530.30-34		1/2026	784.00
								Total	784.00
08/13/2025	88526	3483	RHINOX GROUP INC	USPSI012374	MISCELLANEOUS PRODUCTS	001-3045-530.30-35		1/2026	2,727.00
								Total	2,727.00
08/13/2025	88527	9999999	RUFFINI JOHN M	000103454	TAX REFUNDS	001-0000-201.00-00		2/2026	269.00
								Total	269.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/13/2025	88529	2249	SCHINAULT, JOSEPH M	06152025	REIMB AAVEC/MURPH	001-2020-520.30-49		1/2026	8,841.02
								Total	8,841.02
08/13/2025	88530	2879	SCHUSTER CONCRETE READY	642907		001-3040-530.30-52		1/2026	964.13
								Total	964.13
08/13/2025	88531	448	SHERWIN-WILLIAMS CO, TH	2762-7		001-1400-514.30-52		1/2026	61.75
				3650-3		001-1400-514.30-52		1/2026	17.45
								Total	79.20
08/13/2025	88532	2360	SIRENNET	0284491		001-3025-530.30-56		1/2026	326.12
				0284491		001-3040-530.30-56		1/2026	326.12
								Total	652.24
08/13/2025	88533	2513	SITEONE LANDSCAPE SUPPL	155569398-001	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	124.65
				155700335-001	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	77.73
				155873731-001	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	885.04
				156720584-001	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	128.84
								Total	1,216.26
08/13/2025	88534	1565	STAPLES	6037694947	OTHER	001-1310-513.30-52		1/2026	36.25
				6037694949		001-2010-520.30-51		13/2025	315.92
				6037694950		001-2210-522.30-51		13/2025	63.45
				6037694951	OTHER	001-1200-512.30-51		1/2026	278.27
				6037694951	OTHER	001-2210-522.30-51		1/2026	78.98
				6037694952	OTHER	001-1200-512.30-51		1/2026	50.08
				6037694952	OTHER	001-2210-522.30-51		1/2026	78.98
				6037694953		001-2310-523.30-51		1/2026	354.62
				6037694954	OTHER	001-1200-512.30-35		1/2026	141.48
				6037694956	OTHER	001-2010-520.30-35		1/2026	299.99
				6037694958	OTHER	001-1200-512.30-51		1/2026	113.04
								Total	1,811.06
08/13/2025	88535	1390	SUPERION LLC	443631	ANNUAL MAINT FEE	001-1200-512.30-34		1/2026	14,920.26
								Total	14,920.26
08/13/2025	88536	2263	TRACTOR SUPPLY CREDIT P	200970308	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	89.99
				200971682	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	54.99
				200971682	MISCELLANEOUS PRODUCTS	001-3045-530.30-56		1/2026	54.99
								Total	199.97
08/13/2025	88537	2614	UNIFIRST CORPORATION	1430192377		001-3025-530.30-36		1/2026	117.04
				1430192388		001-3010-530.30-36		1/2026	18.91
				1430192388		001-3025-530.30-36		1/2026	41.52
				1430192388		001-3035-530.30-36		1/2026	22.76
				1430192388		001-3040-530.30-36		1/2026	84.59
				1430192388		001-3045-530.30-36		1/2026	34.47
				1430192391		001-3010-530.30-36		1/2026	6.30
				1430192391		001-3045-530.30-36		1/2026	40.51
				1430192395		001-3040-530.30-36		1/2026	118.12
				1430192402		001-3010-530.30-36		1/2026	29.29
								Total	513.51

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08/13/2025	88538	9999999	WALTER E CHASE SR	000103866	TAX REFUNDS	001-0000-201.00-00		2/2026	36.80
								Total	36.80
08/13/2025	88539	940	WARREN'S WOOD WORKS INC	725428		001-1400-514.30-50		1/2026	5.12
								Total	5.12
08/13/2025	88540	1686	YDIPRMC LLC	7357		001-2110-521.30-31		1/2026	110.00
								Total	110.00
08/13/2025	88541	3170	1-800-BOLLARDS INC	SO003500		001-3035-530.30-52		1/2026	1,555.00
								Total	1,555.00
08/20/2025	88542	2292	A-1 SANITATION SERVICE	469081		001-2020-520.30-44		1/2026	119.00
								Total	119.00
08/20/2025	88543	2923	ACME AUTO LEASING LLC	25080266		001-2040-520.30-44		1/2026	625.00
				25080269		001-2040-520.30-44		1/2026	1,520.00
								Total	2,145.00
08/20/2025	88545	2689	AMAZON CAPITAL SERVICES	IFIC-99WQ-3RHN	OTHER	001-3040-530.30-56		1/2026	287.37
				IKFN-TRTC-3N61	OTHER	001-2210-522.30-35		1/2026	108.30
				1MTQ-Q7DL-4JXV	OTHER	001-3045-530.30-52		1/2026	31.68
								Total	427.35
08/20/2025	88546	98	APG MEDIA OF CHESAPEAKE	07312025	JULY STMNT/1003442	001-2010-520.30-48		1/2026	4,624.58
								Total	4,624.58
08/20/2025	88547	1609	ATLANTIC TRACTOR	P35755		001-3025-530.30-56		2/2026	113.15
								Total	113.15
08/20/2025	88548	1972	AUTOZONE INC	01835503406	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	29.67
				01835523639	MISCELLANEOUS PRODUCTS	001-3045-530.30-56		2/2026	71.07
								Total	100.74
08/20/2025	88549	2603	AXON ENTERPRISE INC	INUS364741		001-2020-520.30-37		1/2026	352.35
								Total	352.35
08/20/2025	88550	2806	BACKTOWN AUTOMOTIVE/ACC	3568		001-2110-521.30-46		1/2026	1,015.86
								Total	1,015.86
08/20/2025	88551	1859	BELL CREEK EQUIPMENT	186416	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	47.56
				186465	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		2/2026	119.14
								Total	166.70
08/20/2025	88552	59	BRAMBLE INC, DAVID A	33952		001-3045-530.30-52		1/2026	1,434.87
				33972		001-3045-530.30-52		2/2026	1,480.12
								Total	2,914.99
08/20/2025	88553	3263	CAREFLEX LLC	2507-10121		001-0000-217.12-00		1/2026	199.50
								Total	199.50
08/20/2025	88554	3115	CHESAPEAKE EMPLOYERS IN	07012025	ANNUAL PREMIUM	001-1010-510.10-24		1/2026	6.39
				07012025	ANNUAL WORKERS COMP	001-1050-510.10-24		1/2026	62.96

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08/20/2025	88554	3115	CHESAPEAKE EMPLOYERS IN	07012025	ANNUAL WORKERS COMP	001-1060-510.10-24		1/2026	2.09
				07012025	ANNUAL WORKERS COMP	001-1065-510.10-24		1/2026	86.26
				07012025	ANNUAL WORKERS COMP	001-1070-510.10-24		1/2026	105.17
				07012025	ANNUAL WORKERS COMP	001-1075-510.10-24		1/2026	34.34
				07012025	ANNUAL WORKERS COMP	001-1200-512.10-24		1/2026	212.74
				07012025	ANNUAL WORKERS COMP	001-1310-513.10-24		1/2026	1,763.82
				07012025	ANNUAL WORKERS COMP	001-1400-514.10-24		1/2026	1,195.30
				07012025	ANNUAL WORKERS COMP	001-2010-520.10-24		1/2026	4,320.79
				07012025		001-2020-520.10-24		1/2026	12,496.37
				07012025	ANNUAL WORKERS COMP	001-2030-520.10-24		1/2026	212.71
				07012025	ANNUAL WORKERS COMP	001-2040-520.10-24		1/2026	4,488.45
				07012025	ANNUAL WORKERS COMP	001-2110-521.10-24		1/2026	489.69
				07012025	ANNUAL WORKERS COMP	001-2210-522.10-24		1/2026	1,671.02
				07012025	ANNUAL WORKERS COMP	001-2220-522.10-24		1/2026	496.91
				07012025	ANNUAL WORKERS COMP	001-2310-523.10-24		1/2026	2,883.11
				07012025	ANNUAL WORKERS COMP	001-3010-530.10-24		1/2026	1,632.53
				07012025	ANNUAL WORKERS COMP	001-3025-530.10-24		1/2026	3,137.68
				07012025	ANNUAL WORKERS COMP	001-3035-530.10-24		1/2026	632.01
				07012025	ANNUAL WORKERS COMP	001-3040-530.10-24		1/2026	2,248.10
				07012025	ANNUAL WORKERS COMP	001-3045-530.10-24		1/2026	3,805.55
				07012025	ANNUAL WORKERS COMP	001-4010-540.10-24		1/2026	210.66
				07312025	ANNUAL WORKERS COMP	001-1010-510.10-24		1/2026	46.75
				07312025	ANNUAL WORKERS COMP	001-1050-510.10-24		1/2026	461.02
				07312025	ANNUAL WORKERS COMP	001-1060-510.10-24		1/2026	15.27
				07312025	ANNUAL WORKERS COMP	001-1065-510.10-24		1/2026	631.60
				07312025	ANNUAL WORKERS COMP	001-1070-510.10-24		1/2026	770.06
				07312025	ANNUAL WORKERS COMP	001-1075-510.10-24		1/2026	251.44
				07312025	ANNUAL WORKERS COMP	001-1200-512.10-24		1/2026	1,557.72
				07312025	ANNUAL WORKERS COMP	001-1310-513.10-24		1/2026	12,915.05
				07312025	ANNUAL WORKERS COMP	001-1400-514.10-24		1/2026	8,752.22
				07312025	ANNUAL WORKERS COMP	001-2010-520.10-24		1/2026	31,637.74
				07312025	ANNUAL WORKERS COMP	001-2020-520.10-24		1/2026	91,501.16
				07312025	ANNUAL WORKERS COMP	001-2030-520.10-24		1/2026	1,557.49
				07312025	ANNUAL WORKERS COMP	001-2040-520.10-24		1/2026	32,865.32
				07312025	ANNUAL WORKERS COMP	001-2110-521.10-24		1/2026	3,585.62
				07312025	ANNUAL WORKERS COMP	001-2210-522.10-24		1/2026	12,235.58
				07312025	ANNUAL WORKERS COMP	001-2220-522.10-24		1/2026	3,638.49
				07312025	ANNUAL WORKERS COMP	001-2310-523.10-24		1/2026	21,110.69
				07312025	ANNUAL WORKERS COMP	001-3010-530.10-24		1/2026	11,953.71
				07312025	ANNUAL WORKERS COMP	001-3025-530.10-24		1/2026	22,974.71
				07312025	ANNUAL WORKERS COMP	001-3035-530.10-24		1/2026	632.01
				07312025	ANNUAL WORKERS COMP	001-3040-530.10-24		1/2026	16,461.02
				07312025	ANNUAL WORKERS COMP	001-3045-530.10-24		1/2026	27,865.04
				07312025	ANNUAL WORKERS COMP	001-4010-540.10-24		1/2026	5,538.19
								Total	351,152.55
08/20/2025	88555	2735	CHOPTANK SUPPLY INC	2507-103620		001-3040-530.30-52		1/2026	315.00
				2507-107178	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	95.19
				2508-108714	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	435.99
				2508-110173	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	171.99
								Total	1,018.17
08/20/2025	88556	1603	CINTAS FIRST AID & SAFE	5282971305	MISCELLANEOUS PRODUCTS	001-3025-530.30-52		1/2026	182.74

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								Total	182.74
08/20/2025	88557	1567	CLIFTON LARSON ALLEN LL	5396070000		001-1200-512.30-32		1/2026	5,000.00
								Total	5,000.00
08/20/2025	88558	943	COMMUNITY ANIMAL HOSPIT	279539		001-2020-520.30-49		1/2026	471.86
								Total	471.86
08/20/2025	88559	9999999	COTALITY	000118442	TAX REFUNDS	001-0000-201.00-00		2/2026	1,501.78
								Total	1,501.78
08/20/2025	88560	9999999	COTALITY	000100456	TAX REFUNDS	001-0000-201.00-00		2/2026	1,564.56
								Total	1,564.56
08/20/2025	88561	9999999	COTALITY	000100930	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88562	9999999	COTALITY	000101062	TAX REFUNDS	001-0000-201.00-00		2/2026	1,098.32
								Total	1,098.32
08/20/2025	88563	9999999	COTALITY	000103734	TAX REFUNDS	001-0000-201.00-00		2/2026	740.28
								Total	740.28
08/20/2025	88564	9999999	COTALITY	000104026	TAX REFUNDS	001-0000-201.00-00		2/2026	1,651.91
								Total	1,651.91
08/20/2025	88565	9999999	COTALITY	000104048	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88566	9999999	COTALITY	000104528	TAX REFUNDS	001-0000-201.00-00		2/2026	1,367.83
								Total	1,367.83
08/20/2025	88567	9999999	COTALITY	000104818	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88568	9999999	COTALITY	000106248	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88569	9999999	COTALITY	000107450	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88570	9999999	COTALITY	000107610	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88571	9999999	COTALITY	000107650	TAX REFUNDS	001-0000-201.00-00		2/2026	1,678.17
								Total	1,678.17
08/20/2025	88572	9999999	COTALITY	000110422	TAX REFUNDS	001-0000-201.00-00		2/2026	1,343.50
								Total	1,343.50
08/20/2025	88573	9999999	COTALITY	000110863	TAX REFUNDS	001-0000-201.00-00		2/2026	1,174.78
								Total	1,174.78

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08/20/2025	88574	9999999	COTALITY	000110877	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88575	9999999	COTALITY	000111052	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88576	9999999	COTALITY	000114234	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88577	9999999	COTALITY	000114418	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88578	9999999	COTALITY	000115872	TAX REFUNDS	001-0000-201.00-00		2/2026	1,333.79
								Total	1,333.79
08/20/2025	88579	9999999	COTALITY	000116698	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88580	9999999	COTALITY	000118438	TAX REFUNDS	001-0000-201.00-00		2/2026	3,645.90
								Total	3,645.90
08/20/2025	88581	9999999	COTALITY	000118528	TAX REFUNDS	001-0000-201.00-00		2/2026	2,983.35
								Total	2,983.35
08/20/2025	88582	9999999	COTALITY	000200321	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88583	1224	DEAN'S JANITORIAL SERVI	25452		001-1400-514.30-34		1/2026	3,179.00
				25494		001-1400-514.30-37		2/2026	580.80
				25513		001-1400-514.30-37		1/2026	1,485.00
								Total	5,244.80
08/20/2025	88584	3024	DELAWARE STATE POLICE H	0538		001-2040-520.30-33		2/2026	600.00
								Total	600.00
08/20/2025	88585	3006	DELMARVA DOCUMENT SOLUT	INV15287		001-3010-530.30-46		2/2026	32.94
								Total	32.94
08/20/2025	88586	129	DEPENDABLE SSR LLC	2403		001-3040-530.30-52		1/2026	171.81
								Total	171.81
08/20/2025	88587	1523	DODGE OVERHEAD DOOR INC	11079	EVFD 60	001-1400-514.30-46		2/2026	271.00
				11080		001-1400-514.30-46		2/2026	144.00
								Total	415.00
08/20/2025	88588	2970	DYNAMIC DIESEL LLC	3935	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		2/2026	90.00
								Total	90.00
08/20/2025	88589	2854	EASTERN LIFT TRUCK CO I	08072025		001-1400-514.30-46		2/2026	125.00
								Total	125.00
08/20/2025	88591	2680	EASTERN SHORE AUTO PART	562462	MISCELLANEOUS PRODUCTS	001-3045-530.30-56		1/2026	23.36
				562467	MISCELLANEOUS PRODUCTS	001-3045-530.30-56		1/2026	14.34

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08/20/2025	88591	2680	EASTERN SHORE AUTO PART	562542	MISCELLANEOUS PRODUCTS	001-3045-530.30-56		1/2026	76.48
				562612	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	205.71
				562617	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	4.94
				562618	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	129.72
				562772	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	100.00
				562805	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	3.28
				562829	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	3.64
				562953	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		1/2026	63.39
				562974	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	3.64
				562975		001-2110-521.30-56		1/2026	41.14
				565422	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		2/2026	28.60
				565474	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	177.10
				565664	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	67.41
				565846	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	22.09
				565851	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	3.64
				565857	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	5.35
				565893	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	21.64
				565963	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	92.37
								Total	1,087.84
08/20/2025	88592	1000	EASTERN SHORE COFFEE &	824064		001-3025-530.30-52		2/2026	54.42
				824064		001-3040-530.30-52		2/2026	54.41
				824064		001-3045-530.30-52		2/2026	54.41
								Total	163.24
08/20/2025	88593	170	EASTON UTILITIES	08112025		001-2110-521.30-43		1/2026	838.63
				08112025		001-3035-530.30-43		1/2026	86.73
								Total	925.36
08/20/2025	88594	1475	ENNIS-FLINT INC	481394	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		1/2026	3,695.00
								Total	3,695.00
08/20/2025	88595	179	EWING INC, PAUL T	542399-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	1,393.90
				542445-CM		001-3045-530.30-56		2/2026	745.00-
				542446-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	465.00
				542499-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	55.00
				542588-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	1,940.00
				542660-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	380.00
				542796-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	139.00
				542807-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	119.90
								Total	3,747.80
08/20/2025	88596	2092	FEEDWATER TREATMENT SYS	8744		001-1400-514.30-46		13/2025	1,500.00
								Total	1,500.00
08/20/2025	88597	3504	FORD MOTOR CREDIT COMPA	1781287		001-2040-520.30-44		2/2026	2,551.57
								Total	2,551.57
08/20/2025	88598	226	HEALTH ENHANCEMENT CENT	07312025		001-3010-530.30-31		1/2026	75.00
				07312025		001-3025-530.30-31		1/2026	75.00
				07312025		001-3040-530.30-31		1/2026	75.00
				07312025		001-3045-530.30-31		1/2026	75.00
								Total	300.00

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08/20/2025	88599	2066	HERTRICH CHEVROLET GMC	5071047		001-2110-521.30-56		1/2026	73.99
								Total	73.99
08/20/2025	88600	2063	HERTRICH FORD OF EASTON	6117766/2		001-2040-520.30-46		1/2026	348.39
								Total	348.39
08/20/2025	88601	237	HOME PARAMOUNT PEST CON	20017056		001-1400-514.30-46	ED2601	1/2026	36.00
				33511		001-1400-514.30-46		2/2026	93.00
								Total	129.00
08/20/2025	88602	239	HOPKINS SALES CO INC	502913		001-2110-521.30-35		2/2026	450.00
								Total	450.00
08/20/2025	88603	2982	INSIGHT PUBLIC SECTOR I	1101300118	LICENSE RENEWAL	001-1070-510.30-34		2/2026	33,687.35
								Total	33,687.35
08/20/2025	88604	269	LASER LETTERS INC	71461		001-2010-520.30-48		1/2026	177.65
				71533	OTHER	001-3045-530.30-52		2/2026	355.89
								Total	533.54
08/20/2025	88605	1786	LOCAL GOVT INSURANCE TR	125831	JULY COVERAGE	001-7030-570.30-45		1/2026	768.00
				20017056	EPD LEASE VEHICLES	001-2010-520.30-45		1/2026	2,367.00
								Total	3,135.00
08/20/2025	88606	9999999	MANGOR ERIK NICOLAI	000118444	TAX REFUNDS	001-0000-201.00-00		2/2026	3,022.38
								Total	3,022.38
08/20/2025	88607	9999999	MANSFIELD LINDA K	000102028	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88608	2248	MARSHALL PROPERTY MANAG	437395		001-3040-530.30-34		1/2026	940.00
				438169		001-2220-522.30-34		1/2026	260.00
								Total	1,200.00
08/20/2025	88609	1177	MARYLAND CHIEFS OF POLI	795769		001-2010-520.30-39		1/2026	1,350.00
								Total	1,350.00
08/20/2025	88610	2205	MATHESON TRI-GAS INC	0031871067	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	179.97
								Total	179.97
08/20/2025	88611	2478	MES SERVICE CO LLC	IN2302532		001-2020-520.30-37		1/2026	21.00
								Total	21.00
08/20/2025	88612	333	MID-ATLANTIC WASTE SYST	PSO042169-1	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	2,322.32
								Total	2,322.32
08/20/2025	88613	3520	MORRIS, LEONARD A	08152025	BP REFUND	001-0000-321.05-00		2/2026	150.00
								Total	150.00
08/20/2025	88614	826	MR ROOTER MID-SHORE	56174	MISCELLANEOUS PRODUCTS	001-3045-530.30-34		2/2026	6,825.00
								Total	6,825.00
08/20/2025	88615	2963	NATIONAL HVAC SERVICE	SRVCE211481	ST 60	001-1400-514.30-46		13/2025	495.00

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08/20/2025	88615	2963	NATIONAL HVAC SERVICE	SRVCE212345	EPD	001-1400-514.30-46		13/2025	3,692.25
								Total	4,187.25
08/20/2025	88616	2404	NORTHEASTERN SUPPLY INC	4614881	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	225.20
				4622082		001-1400-514.30-52		2/2026	6.67
								Total	231.87
08/20/2025	88617	9999999	OLDS DOROTHY P	000108172	TAX REFUNDS	001-0000-201.00-00		2/2026	327.50
								Total	327.50
08/20/2025	88618	3124	PHILLIPS WHARF ENVIRONM	07162025	NATIONAL NIGHT OUT	001-2010-520.30-49		1/2026	400.00
								Total	400.00
08/20/2025	88619	2560	PPC LUBRICANTS INC	2374652	MISCELLANEOUS PRODUCTS	001-3025-530.30-55		2/2026	1,129.30
				2374653	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	273.45
								Total	1,402.75
08/20/2025	88620	2056	PRESTON FORD INC	133096	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		1/2026	384.62
								Total	384.62
08/20/2025	88621	3235	PRESTON POWER SPORTS LL	23010	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	315.98
								Total	315.98
08/20/2025	88622	825	R C HOLLOWAY CO	542399	CORE RETURN INV537922	001-3025-530.30-56		1/2026	26.00-
				544156	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	108.32
				544179	INV544156	001-3025-530.30-56		2/2026	66.00-
								Total	16.32
08/20/2025	88623	3005	RELIABLE CONCRETE SERVI	1824		001-3045-530.30-34		2/2026	8,493.25
				1826		001-3045-530.30-34		2/2026	962.00
								Total	9,455.25
08/20/2025	88624	1570	REPUBLIC SERVICES #426	426001151157	RECYCLING	001-3025-530.30-34		13/2025	50,066.46
				426001156301	RECYCLING	001-3025-530.30-34		13/2025	50,191.78
				426001161556	RECYCLING	001-3025-530.30-34		1/2026	54,116.82
								Total	154,375.06
08/20/2025	88626	426	ROBIN'S NEST FLORAL & G	07312025		001-2010-520.30-49		1/2026	70.00
								Total	70.00
08/20/2025	88627	2879	SCHUSTER CONCRETE READY	645383		001-3045-530.30-52		1/2026	2,843.73
				646037		001-3045-530.30-52		2/2026	1,524.40
				646932		001-3045-530.30-52		2/2026	523.10
								Total	4,891.23
08/20/2025	88628	1029	SHORE JANITORIAL SERVIC	0535	EPD JANITORIAL SVCS	001-1400-514.30-34		1/2026	3,200.00
								Total	3,200.00
08/20/2025	88629	2513	SITEONE LANDSCAPE SUPPL	157092644-001	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	138.95
				157142780-001	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		2/2026	480.89
								Total	619.84
08/20/2025	88631	2614	UNIFIRST CORPORATION	1430193408		001-3025-530.30-36		1/2026	117.04

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08/20/2025	88631	2614	UNIFIRST CORPORATION	1430193432		001-3010-530.30-36		1/2026	31.81
				1430193432		001-3025-530.30-36		1/2026	35.92
				1430193432		001-3035-530.30-36		1/2026	26.41
				1430193432		001-3040-530.30-36		1/2026	90.15
				1430193432		001-3045-530.30-36		1/2026	38.12
				1430193439		001-3045-530.30-36		1/2026	46.81
				1430193447		001-3010-530.30-36		1/2026	7.87
				1430193447		001-3045-530.30-36		1/2026	110.25
				1430193453		001-3010-530.30-36		1/2026	13.74
				1430193453		001-3045-530.30-36		1/2026	15.55
				1430194440		001-3025-530.30-36		2/2026	120.80
				1430194460		001-3010-530.30-36		2/2026	35.60
				1430194460		001-3025-530.30-36		2/2026	39.66
				1430194460		001-3035-530.30-36		2/2026	30.15
				1430194460		001-3040-530.30-36		2/2026	73.76
				1430194460		001-3045-530.30-36		2/2026	41.86
				1430194463		001-3045-530.30-36		2/2026	47.79
				1430194471		001-3010-530.30-36		2/2026	8.24
				1430194471		001-3045-530.30-36		2/2026	113.53
				1430194477		001-3010-530.30-36		2/2026	29.99
				1430196170		001-3025-530.30-36		2/2026	120.80
				1430196171		001-3010-530.30-36		2/2026	35.18
				1430196171		001-3025-530.30-36		2/2026	39.24
				1430196171		001-3035-530.30-36		2/2026	29.73
				1430196171		001-3040-530.30-36		2/2026	73.33
				1430196171		001-3045-530.30-36		2/2026	41.44
				1430196173		001-3010-530.30-36		2/2026	8.24
				1430196173		001-3045-530.30-36		2/2026	113.53
				1430196174		001-3010-530.30-36		2/2026	13.74
				1430196174		001-3045-530.30-36		2/2026	15.55
				1430196251		001-3045-530.30-36		2/2026	47.79
								Total	1,613.62
08/20/2025	88632	2067	UTILITY EASTERN SHORE T	UP3981	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	123.54
				UP3981	MISCELLANEOUS PRODUCTS	001-3045-530.30-56		1/2026	123.54
				UP4052	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	17.87
								Total	264.95
08/20/2025	88633	2251	VERIZON	000651002958		001-1200-512.30-41		2/2026	202.18
				000651002958		001-2010-520.30-41		2/2026	71.21
				000651002958		001-2210-522.30-41		2/2026	74.68
				000651002958		001-3010-530.30-41		2/2026	70.64
								Total	418.71
08/20/2025	88634	2423	VERIZON BUSINESS	6119254374		001-2010-520.30-41		1/2026	4,467.21
								Total	4,467.21
08/20/2025	88636	2872	WILLIS TOWERS WATSON SO	4097273		001-7030-570.30-45		1/2026	6,242.50
				4107878		001-7030-570.30-45		1/2026	623.00
								Total	6,865.50
08/20/2025	88637	1220	XEROX CORPORATION	023964271	TOWN ADMIN COPIER	001-1200-512.30-46		1/2026	202.39
				023964272	PLNG & ZONING COPIER	001-1310-513.30-46		1/2026	256.55

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08/20/2025	88637	1220	XEROX CORPORATION	023964273	BLDG DEPT COPIER	001-2210-522.30-46		1/2026	205.91
				023964274	EPD ADMIN COPIER	001-2010-520.30-46		1/2026	165.42
				023964279	ENG DEPT COPIER	001-2310-523.30-46		1/2026	177.80
								Total	1,008.07
08/27/2025	88638	2689	AMAZON CAPITAL SERVICES	1W1Q-RKT7-QYTL	OTHER	001-2020-520.30-35		2/2026	1,423.68
								Total	1,423.68
08/27/2025	88639	98	APG MEDIA OF CHESAPEAKE	08122025	52 WEEKS/SUBSCRIPTION	001-1400-514.30-54		2/2026	141.74
								Total	141.74
08/27/2025	88640	3419	BECKER MORGAN GROUP INC	2024213.00-7		001-2210-522.30-34	IN2503	2/2026	3,834.00
								Total	3,834.00
08/27/2025	88641	1859	BELL CREEK EQUIPMENT	186104	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		2/2026	16.15
				186105	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		2/2026	96.38
								Total	112.53
08/27/2025	88642	2060	BESTCO UA	08012025	JULY RETIREE INS	001-7020-570.10-23		1/2026	16,514.15
				08312025	AUG RETIREE INS	001-7020-570.10-23		2/2026	17,350.53
								Total	33,864.68
08/27/2025	88643	59	BRAMBLE INC, DAVID A	34003		001-3045-530.30-52		2/2026	1,215.30
								Total	1,215.30
08/27/2025	88644	3474	BRANDON INDUSTRIES	2018334-IN	5/8 INVOICE ORDER 1029520	001-3045-530.30-52		13/2025	1,024.00
								Total	1,024.00
08/27/2025	88646	2921	CANON FINANCIAL SERVICE	41699236		001-2010-520.30-46		2/2026	144.69
				6012965536		001-2010-520.30-46		2/2026	37.34
								Total	182.03
08/27/2025	88648	3079	CARROLL INDEPENDENT FUE	118299-1341137		001-1310-513.30-55		1/2026	37.13
				118299-1341137		001-1400-514.30-55		1/2026	110.64
				118299-1341137		001-2010-520.30-55		1/2026	190.88
				118299-1341137		001-2020-520.30-55		1/2026	3,563.66
				118299-1341137		001-2040-520.30-55		1/2026	281.17
				118299-1341137		001-2210-522.30-55		1/2026	261.99
				118299-1341137		001-2220-522.30-55		1/2026	41.23
				118299-1341137		001-2310-523.30-55		1/2026	433.92
				118299-1341137		001-3025-530.30-55		1/2026	4,323.19
				118299-1341137		001-3035-530.30-55		1/2026	298.22
				118299-1341137		001-3040-530.30-55		1/2026	4,185.23
				118299-1341137		001-4010-540.30-55		1/2026	36.08
								Total	13,763.34
08/27/2025	88649	6	CARTER MACHINERY COMPAN	6357779		001-3045-530.30-56		2/2026	332.93
				6361436	MISCELLANEOUS PRODUCTS	001-3045-530.30-56		2/2026	2,859.68
								Total	3,192.61
08/27/2025	88651	2735	CHOPTANK SUPPLY INC	2507-107173		001-3045-530.30-52		1/2026	111.99
								Total	111.99

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08/27/2025	88652	2936	CIVIC PLUS LLC	345204	10/6-10/5/26	001-1070-510.30-34		2/2026	18,932.72
								Total	18,932.72
08/27/2025	88653	2550	DAVEY TREE EXPERT COMPA	919686738		001-3040-530.30-34		13/2025	700.00
				919850586		001-3040-530.30-34		2/2026	325.00
								Total	1,025.00
08/27/2025	88654	3006	DELMARVA DOCUMENT SOLUT	INV15285	Council/K Ruff Office	001-1010-510.30-46		2/2026	7.99
								Total	7.99
08/27/2025	88655	1523	DODGE OVERHEAD DOOR INC	919850586		001-1400-514.30-50		2/2026	441.00
								Total	441.00
08/27/2025	88656	2970	DYNAMIC DIESEL LLC	3956	MISCELLANEOUS PRODUCTS	001-3040-530.30-56		2/2026	105.93
								Total	105.93
08/27/2025	88657	2680	EASTERN SHORE AUTO PART	565435		001-3040-530.30-56		2/2026	77.77
				565949		001-3025-530.30-56		2/2026	3.64-
				565971		001-1400-514.30-56		2/2026	261.79
				566044		001-1400-514.30-56		2/2026	23.71
				566061	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	64.86
				566070		001-1400-514.30-56		2/2026	141.35-
				566092	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	26.64
				566261	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	16.70
				566262	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	12.39
				566269	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	29.00
				566293	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	185.50
				566485	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	11.87
				566562		001-3025-530.30-56		2/2026	3.64
								Total	568.88
08/27/2025	88658	170	EASTON UTILITIES	07232025		001-1010-510.30-41		1/2026	74.13
				07232025		001-1050-510.30-41		1/2026	98.84
				07232025		001-1060-510.30-41		1/2026	123.54
				07232025		001-1065-510.30-41		1/2026	148.25
				07232025		001-1070-510.30-41		1/2026	123.54
				07232025		001-1075-510.30-41		1/2026	123.54
				07232025		001-1200-512.30-41		1/2026	296.51
				07232025		001-1310-513.30-41		1/2026	197.67
				07232025		001-1400-514.30-43		1/2026	2,510.83
				07232025		001-2110-521.30-43		1/2026	4,488.98
				07232025		001-2210-522.30-41		1/2026	296.51
				07232025		001-2220-522.30-41		1/2026	148.25
				07232025		001-2310-523.30-41		1/2026	296.51
				07232025		001-3010-530.30-41		1/2026	296.51
				07232025		001-3010-530.30-43		1/2026	2,178.77
				07232025		001-3040-530.30-43		1/2026	11,304.98
				07232025		001-4010-540.30-41		1/2026	74.13
				07232025		001-6000-560.30-41		1/2026	172.96
				08182025		001-4010-540.30-43		2/2026	190.28
				8252025		001-1400-514.30-43	19-90	2/2026	22.17
								Total	23,166.90

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/27/2025	88659	170	EASTON UTILITIES	0000947904	Council/K Ruff Office	001-3040-530.30-46		2/2026	915.00
								Total	915.00
08/27/2025	88660	170	EASTON UTILITIES	08182025		001-1400-514.30-43		2/2026	83.58
				08182025		001-2010-520.30-43		2/2026	23.44
				08182025		001-2310-523.30-43		2/2026	315.86
				08182025		001-3010-530.30-43		2/2026	1,670.00
				08182025		001-4010-540.30-43		2/2026	526.39
				08182025		001-6000-560.30-43	ED2601	2/2026	766.74
								Total	3,386.01
08/27/2025	88661	2948	EDSALL TURF MANAGEMENT	1007663	MISCELLANEOUS PRODUCTS	001-3035-530.30-34		2/2026	1,275.40
				1007664	MISCELLANEOUS PRODUCTS	001-3035-530.30-34		2/2026	2,703.88
								Total	3,979.28
08/27/2025	88662	181	EWING DIETZ FOUNTAIN &	360		001-1010-510.30-31		1/2026	2,275.50
				360		001-1060-510.30-31		1/2026	348.50
				360		001-1065-510.30-31		1/2026	471.50
				360		001-1200-512.30-31		1/2026	287.00
				360		001-1310-513.30-31		1/2026	2,706.00
				360		001-1330-513.30-31		1/2026	7,628.50
				360		001-2010-520.30-31		1/2026	184.50
				360		001-2110-521.30-31		1/2026	287.00
				360		001-2220-522.30-31		1/2026	41.00
				360		001-2310-523.30-31		1/2026	1,886.00
				360		001-4010-540.30-31	19-75	1/2026	41.00
								Total	16,156.50
08/27/2025	88663	179	EWING INC, PAUL T	542781-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	269.50
				542848-IN	A GRIFFITH SAFETY SHOES	001-4010-540.30-37		2/2026	100.00
				542999-IN	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		2/2026	109.97
				543027-IN	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	75.00
				543198-IN	MISCELLANEOUS PRODUCTS	001-3035-530.30-52		2/2026	95.00
				543224-IN	MISCELLANEOUS PRODUCTS	001-3035-530.30-52		2/2026	23.80
								Total	673.27
08/27/2025	88664	2228	FIRST STATE INSPECTION	08152025		001-2210-522.30-34		2/2026	4,400.00
								Total	4,400.00
08/27/2025	88665	213	GEORGE'S GREEN THUMB IN	08052025		001-1400-514.30-46		1/2026	1,000.00
								Total	1,000.00
08/27/2025	88666	2063	HERTRICH FORD OF EASTON	5058440		001-2020-520.30-56		2/2026	273.60
				5058442		001-2020-520.30-56		2/2026	40.00-
				6118123/4		001-2020-520.30-52		2/2026	3,285.68
								Total	3,519.28
08/27/2025	88667	237	HOME PARAMOUNT PEST CON	20052865	TH	001-1400-514.30-46		2/2026	33.00
				20052869	RR	001-1400-514.30-46		2/2026	33.00
				20052871	OLD PUBLIC WORKS	001-1400-514.30-46		2/2026	70.00
				20052873	EPD QRTLY	001-1400-514.30-46		2/2026	260.00
								Total	396.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/27/2025	88668	239	HOPKINS SALES CO INC	503164	OTHER	001-1400-514.30-52		2/2026	234.68
				503338	OTHER	001-2010-520.30-52		2/2026	529.50
				503539	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		2/2026	286.62
				503539	MISCELLANEOUS PRODUCTS	001-3045-530.30-52		2/2026	226.68
								Total	1,277.48
08/27/2025	88669	3522	INFORMATION TECHNOLOGY	AB5-07-324		001-2010-520.30-46		1/2026	14.00
								Total	14.00
08/27/2025	88670	2720	JOHNSON CONTROLS FIRE P	24892193		001-1400-514.30-46		2/2026	2,475.53
								Total	2,475.53
08/27/2025	88671	269	LASER LETTERS INC	71553		001-1010-510.30-47		2/2026	116.50
								Total	116.50
08/27/2025	88672	2248	MARSHALL PROPERTY MANAG	438999		001-2220-522.30-34		2/2026	55.00
								Total	55.00
08/27/2025	88673	3525	MARYLAND APPRAISAL COMP	08182025		001-1065-510.30-34		2/2026	4,000.00
								Total	4,000.00
08/27/2025	88674	3327	MARYLAND DEPT OF BUDGET	08252025	AUGUST COVERAGE	001-1010-510.10-23		2/2026	4,678.86
				08252025	AUGUST COVERAGE	001-1050-510.10-23		2/2026	3,764.69
				08252025	AUGUST COVERAGE	001-1060-510.10-23		2/2026	2,511.16
				08252025	AUGUST COVERAGE	001-1065-510.10-23		2/2026	2,384.38
				08252025	AUGUST COVERAGE	001-1070-510.10-23		2/2026	4,407.00
				08252025	AUGUST COVERAGE	001-1075-510.10-23		2/2026	3,624.92
				08252025	AUGUST COVERAGE	001-1200-512.10-23		2/2026	8,440.15
				08252025	AUGUST COVERAGE	001-1310-513.10-23		2/2026	6,450.69
				08252025	AUGUST COVERAGE	001-1400-514.10-23		2/2026	5,471.82
				08252025	AUGUST COVERAGE	001-2010-520.10-23		2/2026	15,349.76
				08252025	AUGUST COVERAGE	001-2020-520.10-23		2/2026	35,963.00
				08252025	AUGUST COVERAGE	001-2040-520.10-23		2/2026	8,485.18
				08252025	AUGUST COVERAGE	001-2210-522.10-23		2/2026	10,109.30
				08252025	AUGUST COVERAGE	001-2220-522.10-23		2/2026	3,560.26
				08252025	AUGUST COVERAGE	001-2310-523.10-23		2/2026	14,509.80
				08252025	AUGUST COVERAGE	001-3010-530.10-23		2/2026	5,487.62
				08252025	AUGUST COVERAGE	001-3025-530.10-23		2/2026	21,061.85
				08252025	AUGUST COVERAGE	001-3035-530.10-23		2/2026	4,668.32
				08252025	AUGUST COVERAGE	001-3040-530.10-23		2/2026	7,739.76
				08252025	AUGUST COVERAGE	001-3045-530.10-23		2/2026	17,417.51
				08252025	AUGUST COVERAGE	001-4010-540.10-23		2/2026	1,909.01
				08252025	AUGUST COVERAGE	001-7020-570.10-23		2/2026	238,252.64
								Total	426,247.68
08/27/2025	88675	322	MARYLAND ENVIRONMENTAL	338233		001-3025-530.30-34		2/2026	28,145.92
								Total	28,145.92
08/27/2025	88676	2533	MCI	08112025		001-2010-520.30-41		2/2026	36.25
								Total	36.25
08/27/2025	88677	333	MID-ATLANTIC WASTE SYST	PSO041915	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		1/2026	58.60
								Total	58.60

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08/27/2025	88678	2642	MOTOROLA SOLUTIONS INC	8282178967	OTHER	001-2020-520.30-37		2/2026	1,761.90
								Total	1,761.90
08/27/2025	88679	2404	NORTHEASTERN SUPPLY INC	4629491	MISCELLANEOUS PRODUCTS	001-3035-530.30-52		2/2026	100.13
								Total	100.13
08/27/2025	88680	2378	POSITIVE PROMOTIONS INC	07600085		001-2010-520.30-48		13/2025	1,628.05
								Total	1,628.05
08/27/2025	88681	2056	PRESTON FORD INC	371772		001-2010-520.30-56		2/2026	3,353.17
								Total	3,353.17
08/27/2025	88682	2901	QUADIENT FINANCE USA IN	Q1974678		001-1400-514.30-41		2/2026	479.97
								Total	479.97
08/27/2025	88683	825	R C HOLLOWAY CO	543679	Core Return	001-3025-530.30-56		1/2026	64.00-
				544729	MISCELLANEOUS PRODUCTS	001-3025-530.30-56		2/2026	306.63
								Total	242.63
08/27/2025	88684	413	R E MICHEL CO LLC	315909041	DIST CRT	001-1400-514.30-52		2/2026	169.32
				315941700	EVFD 60	001-1400-514.30-52		2/2026	38.34
				315958099	DIST CRT	001-1400-514.30-50		2/2026	53.28
				316053546	CREDIT 5 BELTS DIST CRT	001-1400-514.30-50		2/2026	20.20-
								Total	240.74
08/27/2025	88686	3005	RELIABLE CONCRETE SERVI	1773		001-3045-530.30-34		2/2026	1,757.00
				1828		001-3045-530.30-34		2/2026	4,255.00
				1829		001-3045-530.30-34		2/2026	3,190.00
				1830		001-3045-530.30-34		2/2026	2,336.75
								Total	11,538.75
08/27/2025	88687	3190	S&B LANDSCAPING LLC	INV0212		001-2220-522.30-34		2/2026	450.00
								Total	450.00
08/27/2025	88688	493	SHORE DISTRIBUTORS INC	S101113332.002		001-1400-514.30-52		2/2026	42.03
				S101130282.001		001-1400-514.30-52		2/2026	8.16
								Total	50.19
08/27/2025	88689	2513	SITEONE LANDSCAPE SUPPL	157412798-001	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		2/2026	27.85
				157429883-001	MISCELLANEOUS PRODUCTS	001-3035-530.30-52		2/2026	30.09
				157514188-001	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		2/2026	105.82
								Total	163.76
08/27/2025	88690	461	SPURRY'S TIRE SERVICE I	00138856		001-3025-530.30-56		2/2026	300.50
				00138954		001-3010-530.30-46		2/2026	306.69
								Total	607.19
08/27/2025	88691	3521	STELLA ELECTRIC CONSTRU	BP 25-20559 REF		001-1200-512.30-49		2/2026	79.20
								Total	79.20
08/27/2025	88692	1513	TOWN OF EASTON FSA ACCO	00138954		001-0000-101.72-00		2/2026	100,000.00
								Total	100,000.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/27/2025	88693	726	TRANS UNION LLC	075046655	Core Return	001-2010-520.30-31		1/2026	110.00
								Total	110.00
08/27/2025	88694	2614	UNIFIRST CORPORATION	1430197284		001-3025-530.30-36		2/2026	120.80
				1430197285		001-3010-530.30-36		2/2026	35.18
				1430197285		001-3025-530.30-36		2/2026	39.24
				1430197285		001-3035-530.30-36		2/2026	29.73
				1430197285		001-3040-530.30-36		2/2026	73.33
				1430197285		001-3045-530.30-36		2/2026	41.44
				1430197286		001-3045-530.30-36		2/2026	47.79
				1430197287		001-3010-530.30-36		2/2026	8.24
				1430197287		001-3045-530.30-36		2/2026	113.53
				1430197288		001-3010-530.30-36		2/2026	13.74
				1430197288		001-3045-530.30-36		2/2026	16.25
								Total	539.27
08/27/2025	88695	2251	VERIZON	08132025		001-1010-510.30-41		2/2026	6.64
				08132025		001-1050-510.30-41		2/2026	14.66
				08132025		001-1060-510.30-41		2/2026	12.37
				08132025		001-1065-510.30-41		2/2026	26.12
				08132025		001-1200-512.30-41		2/2026	35.29
				08132025		001-1310-513.30-41		2/2026	26.12
				08132025	FIRE DEPT	001-2110-521.30-41		2/2026	1,031.36
				08132025		001-2210-522.30-41		2/2026	35.29
				08132025		001-2220-522.30-41		2/2026	26.12
				08132025		001-2310-523.30-41		2/2026	35.29
				08132025		001-3010-530.30-41		2/2026	229.10
				08132025		001-4010-540.30-41		2/2026	11.23
								Total	1,489.59
08/27/2025	88696	2423	VERIZON BUSINESS	61618112		001-2010-520.30-41		2/2026	40.82
								Total	40.82
08/27/2025	88697	1064	VERMEER ALL ROADS	A04620		001-3045-530.30-56		1/2026	1,479.61
				A04621		001-3040-530.30-56		1/2026	198.58
								Total	1,678.19
08/27/2025	88698	3524	WALLACE, MONTGOMERY & A	1	4/1 PROFESSIONAL SVCS	001-2310-523.30-31		13/2025	3,874.31
								Total	3,874.31
08/27/2025	88699	940	WARREN'S WOOD WORKS INC	728982	MISCELLANEOUS PRODUCTS	001-3025-530.30-52		2/2026	62.66
								Total	62.66
08/27/2025	88700	2872	WILLIS TOWERS WATSON SO	4092531	FEE IN LIEU OF COMMISSION	001-7030-570.30-45		1/2026	30,900.00
								Total	30,900.00
08/27/2025	88701	530	WOR-WIC COMMUNITY COLLE	13908		001-2020-520.30-33		2/2026	4,449.00
								Total	4,449.00
08/27/2025	88702	1220	XEROX CORPORATION	024082369		001-2010-520.30-46		1/2026	10.07
								Total	10.07
08/27/2025	88703	3513	3D TACTICAL DESIGNS LLC	2025-2	OTHER	001-2020-520.30-35		1/2026	1,200.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
								Total	1,200.00
						261 Checks	** Fund Total		1,734,188.08

TOWN OF EASTON
CHECK REGISTER BY FUND

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/06/2025	88430	3511	DOVER STATION LLC	DHCD GRANT	CL-2025 EASTON 00434	120-5000-550.30-49	GS2502	1/2026	300,000.00
								Total	300,000.00
08/06/2025	88433	170	EASTON UTILITIES	07282025		120-5000-550.30-43	TC1704	1/2026	10.56
								Total	10.56
08/06/2025	88435	181	EWING DIETZ FOUNTAIN &	61525		120-5000-550.30-31		13/2025	164.00
								Total	164.00
08/06/2025	88460	2840	TOTAL HOME PERFORMANCE	557863		120-5000-550.30-34	TC0601	1/2026	2,667.20
								Total	2,667.20
08/13/2025	88468	3091	AIRE SERV OF THE EASTER	25-0409		120-5000-550.30-34	TC0601	1/2026	23,590.00
								Total	23,590.00
08/13/2025	88474	2466	BARROW & SONS LLC	2640		120-5000-550.30-34	TC0601	1/2026	2,236.06
								Total	2,236.06
08/13/2025	88489	3518	CROWN TITLE CORPORATION	6675-1461872	PURCHASE ASSISTANCE PROJ	120-5000-550.30-49	TC0601	2/2026	6,000.00
								Total	6,000.00
						7 Checks	** Fund Total		334,667.82

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/13/2025	88475	1365	BAY VANGUARD BANK	06302025	IMPACT FEE/PARKS & REC	175-0000-101.80-05		13/2025	97,308.20
								Total	97,308.20
08/13/2025	88476	1365	BAY VANGUARD BANK	06302025	IMPACT FEE/STORMWATER SVC	175-0000-101.80-06		13/2025	54,577.54
								Total	54,577.54
08/13/2025	88477	1365	BAY VANGUARD BANK	06302025	IMPACT FEE/TRANSPORTATION	175-0000-101.80-04		13/2025	277,509.88
								Total	277,509.88
08/13/2025	88478	1365	BAY VANGUARD BANK	06302025	IMPACT FEE/FIRE & RESCUE	175-0000-101.80-03		13/2025	213,102.31
								Total	213,102.31
08/13/2025	88479	1365	BAY VANGUARD BANK	06302025	IMPACT FEE/POLICE SVCS	175-0000-101.80-02		13/2025	75,016.83
								Total	75,016.83
08/13/2025	88480	1365	BAY VANGUARD BANK	06302025	IMPACT FEE/MUNICIPAL	175-0000-101.80-01		13/2025	127,823.06
								Total	127,823.06
08/13/2025	88498	3451	FIRST PRIORITY EMERGENC	18080	UTV TRAILER/FIRE DEPT	175-2110-521.60-64		1/2026	30,613.37
								Total	30,613.37
						7 Checks	** Fund Total		875,951.19

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/06/2025	88442	2193	KLEPPINGER ELECTRIC CO	34291	EASTON VILLAGE S/L	390-2310-523.60-63		13/2025	13,390.00
								Total	13,390.00
08/06/2025	88445	1489	MARYLAND INDUSTRIAL TRU	E02165	MISCELLANEOUS PRODUCTS	390-3025-530.60-64	25-25	1/2026	424,735.67
								Total	424,735.67
08/13/2025	88471	98	APG MEDIA OF CHESAPEAKE	3086004		390-1400-514.60-62	26-24	1/2026	315.00
								Total	315.00
08/13/2025	88491	146	E D SUPPLY CO INC	6675-1457045		390-4010-540.60-63	25-34	1/2026	154.03
				6675-1457651		390-4010-540.60-63	25-34	1/2026	225.73
				6675-1457870		390-4010-540.60-63	25-34	1/2026	33.25
				6675-1457900		390-4010-540.60-63	25-34	1/2026	3.96
				6675-1457906		390-4010-540.60-63	25-34	1/2026	17.81-
								Total	399.16
08/13/2025	88497	179	EWING INC, PAUL T	0540447-CM		390-2310-523.60-63	ARP011	12/2025	808.50-
				540537	STONE	390-2310-523.60-63	ARP011	1/2026	33.00
								Total	775.50-
08/13/2025	88506	3517	JUMPCLOUD INC	297313		390-1070-510.60-64	25-10	1/2026	8,758.43
								Total	8,758.43
08/13/2025	88513	278	LOWE'S	70263		390-2310-523.60-63	25-24	1/2026	34.28
				72063		390-2310-523.60-63	25-24	1/2026	34.28
				72214		390-1400-514.60-62	25-12	1/2026	192.60
				72254		390-2310-523.60-63	25-24	1/2026	126.61
				75011		390-2310-523.60-63	ARP011	1/2026	10.50
				79791		390-1400-514.60-62	25-13	1/2026	55.99
				90071		390-1400-514.60-62	25-13	1/2026	24.18
				90767		390-1400-514.60-62	25-13	1/2026	8.06-
				90811		390-1400-514.60-62	25-13	1/2026	16.89
				98044		390-4030-540.60-63	25-34	1/2026	103.79
				98323		390-1400-514.60-62	25-13	1/2026	61.96
				98422		390-4030-540.60-63	25-34	1/2026	13.57
								Total	666.59
08/13/2025	88525	3005	RELIABLE CONCRETE SERVI	1811		390-2310-523.60-63	21-19	1/2026	1,742.00
								Total	1,742.00
08/13/2025	88528	2780	RUMMEL KLEPPER & KAHL L	22082.001-16	Engineering Svcs	390-2310-523.60-63	ARP011	13/2025	4,463.00
								Total	4,463.00
08/20/2025	88544	2737	ALARM ENGINEERING INC	6846479		390-1400-514.60-62	25-13	2/2026	2,496.40
								Total	2,496.40
08/20/2025	88625	2102	RETALLACK & SONS INC	07312025	6/23-8/4/2025	390-2310-523.60-63	ARP011	1/2026	123,974.96
				08112025		390-2310-523.60-63	ARP011	2/2026	143,577.50
								Total	267,552.46
08/27/2025	88645	3523	CALLAHAN SIGNS	2607		390-4010-540.60-63	25-34	1/2026	7,250.00
								Total	7,250.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/27/2025	88647	3228	CAPITAL ELECTRIC	S059317840		390-2310-523.60-63	ARP209	1/2026	7,310.00
								Total	7,310.00
08/27/2025	88650	2971	CHOPTANK EXCAVATING LLC	004198		390-2310-523.60-63	ARP008	1/2026	4,400.00
								Total	4,400.00
08/27/2025	88685	2432	RAUCH INC	8033	EASTON WOODLAND PARK	390-4010-540.60-63	23-63	13/2025	2,085.00
				8221	EASTON WOODLAND PARK	390-4010-540.60-63	23-63	13/2025	1,190.00
				8280	TRAFFIC SIGNAL CONV & UPG	390-2310-523.60-63	ARP009	13/2025	6,800.00
				8389	EASTON WOODLAND PARK	390-4010-540.60-63	23-63	13/2025	5,125.00
				8527	EASTON WOODLAND PARK	390-4010-540.60-63	23-63	13/2025	2,960.00
				8864		390-4010-540.60-63	23-63	1/2026	784.00
								Total	18,944.00
						15 Checks	** Fund Total		761,647.21

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
08/06/2025	88431	146	E D SUPPLY CO INC	6675-1452384		601-6000-560.30-46	EDMY01	1/2026	68.76
								Total	68.76
08/13/2025	88471	98	APG MEDIA OF CHESAPEAKE	3086006		601-0000-162.00-00	26-23	1/2026	315.00
								Total	315.00
08/13/2025	88502	1938	HARPER & SONS INC	2509-01		601-0000-162.00-00	20-04	13/2025	11,542.50
				2509-02		601-0000-162.00-00	20-04	13/2025	154,614.50
								Total	166,157.00
08/20/2025	88635	3465	WATER TESTING LABS OF M	2905		601-6000-560.30-46	EDMY01	2/2026	705.00
								Total	705.00
08/27/2025	88658	170	EASTON UTILITIES	07232025		601-6000-560.30-43	EDMY01	1/2026	1,891.28
				08182025		601-6000-560.30-43		2/2026	15.70
								Total	1,906.98
08/27/2025	88665	213	GEORGE'S GREEN THUMB IN	08052025	Maint Plant Dist Crt	601-6000-560.30-46	EDMY01	1/2026	994.00
								Total	994.00
08/27/2025	88667	237	HOME PARAMOUNT PEST CON	20052867		601-6000-560.30-34	ED2601	2/2026	36.00
								Total	36.00
						7 Checks	** Fund Total		170,182.74
						297 Checks	*** Bank Total		3,876,637.04
						297 Checks	**** Grand Total		3,876,637.04

BANK	NAME	FUND		AMOUNT	
00	SHORE UNITED BANK	001	GENERAL FUND	1,734,188.08	
		120	CDBG	334,667.82	
		175	INFRASTRUCTURE DEVELOPMNT	875,951.19	
		390	CAPITAL EQUIPMENT FUND	761,647.21	
		601	LAND ENTERPRISE	170,182.74	
			Total	3,876,637.04	*
			Grand Total	3,876,637.04	*