**MAYOR AND COMMISSIONERS**

**TOWN OF NORTH EAST**

**106 S. MAIN STREET**

**NORTH EAST, MARYLAND 21901**

**May 10, 2017**

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 P.M. Present were Commissioners Eric Braley, Hilary Crothers-Moore, Michael Kline and Paul Stark. Also present were Finance Clerk Tina Holmes, Town Administrator Melissa B. Cook-MacKenzie, Maintenance Supervisor Phillip Meekins and Director of Finance and Administration Ken Natale. Absent from the meeting were Head Clerk Stephanie Racine-Dean and Chief of Police Darrell Hamilton.

The Pledge of Allegiance was recited and a moment of silence was observed.

# -APPROVAL OF MINUTES-

A motion to approve the minutes of April 26, 2017 as presented was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all. Commissioner Kline abstained from voting as he was not present at the April 26, 2017 meeting.

# -GUESTS-

## Bayview Elementary School Destination Imagination Wolves

Members of Bayview Elementary Destination Imagination Wolves were present to be recognized for their advancement to the Global DI competition in Nashville, Tennessee. Proclamations were awarded to Leader Ruth Branham, Team Members Jordan Ford, Zachary McGough, Kellam Mikell, Joshua Price, Jordyn Reed, Gwendolyn Whitney, and Israella Womack. In addition, the Board presented them with a $500.00 check toward their expenses.

## Mr. Harry Albert, Flotilla Service Officer, Chesapeake City Flotilla, USCG Auxiliary

Mayor McKnight and the Commissioners proclaimed May 20, 2017 through May 26, 2017 National Safe Boating Week. The Proclamation was presented to Harry Albert, Flotilla Service Officer, Chesapeake City Flotilla, and other members of the United States Coast Guard Auxiliary.

Mr. Mario Caracas, North East Community Park Vendor Policy

Mr. Mario Caracas appeared before the Board to request the North East Community Park Vendor Policy be amended to include one slip at the end of the Town’s floating dock to tie-up paddleboats. After discussion, the board agreed to review the policy and instructed the Town Administrator to forward them information regarding the dock facility as soon as possible as well as be prepared to report back to them at their May 24, 2017 Board meeting what changes would have to be made if they agreed to the request.

# -PUBLIC HEARING-

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANANCES-**

Resolution C-2017-05-01-A (Annexation Resolution)(Tax Map 0025; Parcel 100 – 2305 Pulaski Highway)

A motion to approve Resolution C-2017-05-01-A was made by Commissioner Braley, seconded by Commissioner Kline and approved by all.

Resolution C-2017-05-02-A (Annexation Plan) )(Tax Map 0025; Parcel 100 – 2305 Pulaski Highway)

A motion to approve Resolution C-2017-05-02-A was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

Resolution 2017-05-03 – Establish Job Description and position of Town Clerk and abolish Head Clerk Job Description and position

A motion to approve Resolution 2017-05-03 was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

Resolution 2017-05-04 – Establishing Progression Scale for Town Clerk and abolish Progression Scale for Head Clerk

A motion to approve Resolution 2017-05-04 was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

Resolution 2017-05-05 – Establish Job Description and position for Billing Specialist I and abolish Water Utility Clerk Job Description and Position

A motion to approve Resolution 2017-05-05 was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

Resolution 2017-05-06 – Establish Progression Scale for Billing Specialist I and abolish Progression Scale for Water Utility Billing Clerk

A motion to approve Resolution 2017-05-06 was made by Commissioner Crothers-Moore, seconded by Commissioner Kline, and approved by all.

Resolution 2017-05-07 – Establish Job Description and position for Billing Specialist II

A motion to approve Resolution 2017-05-07 was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

Resolution 2017-05-08 – Establish Progression Scale for Billing Specialist II

A motion to approve Resolution 2017-05-08 was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

Resolution 2017-05-09 – Establish Job Description and position for Finance Associate I and abolish Finance and Payroll Clerk Job Description and position

A motion to approve Resolution 2017-05-09 was made by Commissioner Braley, seconded by Commissioner Crothers-Moore and approved by all.

Resolution 2017-05-10 – Establish Progression Scale for Finance Associate I

A motion to approve Resolution 2017-05-10 was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

Resolution 2017-05-11 – Establish Job Description and Position for Finance Associate II

A motion to approve Resolution 2017-05-11 was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

Resolution 2017-05-12 – Establish Progression Scale for Finance Associate II

A motion to approve Resolution 2017-05-12 was made by Commissioner Braley, seconded by Commissioner Crothers-Moore and approved by all.

# -REPORTS-

## Mayor McKnight

## Mayor McKnight reported that he represented the Town at National Day of Prayer at Grace Bible Chapel.

Commissioner Kline

Commissioner Kline reported he attended a Maryland Municipal League Committee Meeting Thursday, May 4, 2017.

Commissioner Stark

Commissioner Stark entered into the record the April 2017 Crime and Traffic Breakdown for the North East Police Department.

Commissioner Crothers-Moore

None.

Commissioner Braley

Commissioner Braley reported that he participated in the Planning Commission meeting.

Director of Finance and Administration, Ken Natale

Mr. Natale reported that the new Finance Software went live on May 1, 2017 and the Utility Billing Software will go live on June 1, 2017. He reported that he is working on the budget and preparing for the audit.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported on the various meetings she attended.

# -UNFINISHED BUSINESS-

T-Mobile Lease

Mayor McKnight presented the renegotiated lease for T-Mobile in the amount of $21,000 per year with no escalation clause. Mayor McKnight felt this is the best deal the Town could get.

A motion to approve the renegotiated T-Mobile Lease was made by Commissioner Braley, seconded by Commissioner Kline and approved by all.

The Petition for Annexation, Stavros K, LLC (Tax Map 0025; Parcel 100 – 2305 Pulaski Highway) Pat’s Pizzeria

Mrs. Cook-MacKenzie reported that there will be a Public Hearing on June 14, 2017.

Street Sign Project Workshop

Mrs. Cook- MacKenzie stated that Phil Meekins is ready for the Board to conduct a Street Sign Project workshop. Mayor McKnight suggested that the workshop be scheduled in July or August, after the budget process, before a scheduled Board meeting. The Commissioners agreed.

# -NEW BUSINESS-

Special Event: Recovery in the Park sponsored by Voices of Hope

Mr. Natale presented to the Board an overview of the Special Event. He informed the Board that the Certificate of Insurance and deposits have been received. The event would be held in the North East Community Park on May 29, 2017 from 12:00 p.m. to 4:00 p.m.. He also stated that the Special Events Committee recommends approval.

A motion to approve the Special Event: Recovery in the North East Community Park was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

Deed of Conveyance: Corporation of the Presiding Bishop of the Church of Jesus Christ of Latter-Day Saints, 21 Foster Lane

Mrs. Cook-MacKenzie presented to the Board a deed from the Church for the water line and appurtenances. She stated that the Town Engineer has signed off on it and the schedule of values is $90,200.00. The Planning Office and Town Administrator recommend accepting the deed.

A motion to approve the Deed of Conveyance from the Corporation of the Presiding Bishop of the Church of Jesus Christ of Latter-Day Saints was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

Maryland Municipal League – Hosting of July 2017 Quarterly Dinner Meeting

Commissioner Kline reported to the Board that the Town of North East is host of the Maryland Municipal League Dinner on July 20, 2017. The committee comprised of Commissioner Kline, Commissioner Crothers-Moore, Stephanie Racine-Dean and Melissa Cook-MacKenzie are proposing to hold the dinner at the Upper Chesapeake Ballroom (North East Fire House) and have the dinner catered by a local restaurant. The committee would like to have wine glasses with the Town seal as favors and Turkey Point Winery wines as centerpieces. He stated that they should have a package to present at the May 24, 2017 meeting. Mrs. Cook-MacKenzie requested that the Board approve ordering of the favors because of time constraints.

After discussion, a motion to approve ordering the favors and centerpieces for the Maryland Municipal League Dinner, not to exceed $1000.00, was made by Commissioner Stark and seconded by Commissioner Braley. The motion was approved three to one. Commissioner Crothers-Moore abstained since her husband’s company is bidding on the favors.

Entech Engineering Work Order – Relocation of 59 Water Meters

Mrs. Cook-MacKenzie presented to the Board Entech Engineering Work Order for relocation of fifty nine water meters that need to be moved from inside of homes to outside pit meters. These fifty nine meters are the remaining meters from the recent meter replacement project. The amount of the work order is $12,600.00.

A motion to approve the Entech Engineering Work Order for $12,600.00 was made by Commissioner Braley, seconded by Commissioner Kline and approved by all.

Personnel Matters

Mrs. Cook-MacKenzie reported the resignation of Susan Hamilton as Crossing Guard.

Mrs. Cook-MacKenzie reported the reclassification of Randall Daluge from Substitute Crossing Guard to Permanent Crossing Guard effective September 24, 2017.

Mrs. Cook-MacKenzie recommended the reclassification of Stephanie Racine-Dean from Head Clerk to Town Clerk effective May 14, 2017. A motion to approve reclassifying Stephanie Racine-Dean from Head Clerk to Town Clerk effective May 14, 2047 was made by Commissioner Braley, seconded by Commissioner Kline and approved by all.

Mrs. Cook-MacKenzie recommended the reclassification of Cynthia Smith from Utility Clerk to Billing Specialist II with a 3% wage increase, effective May 14, 2017. A motion to approve reclassifying Cynthia Smith from Utility Clerk to Billing Specialist II with a 3% wage increase effective May 14, 2017 was made by Commissioner Stark, seconded by Commissioner Kline and approved by all.

Mrs. Cook-MacKenzie recommended the reclassification of Tina Holmes from Finance Payroll Clerk to Finance Associate II with a 3% wage increase, effective May 14, 2017. A motion to approve reclassifying Tina Holmes from Finance Payroll Clerk to Finance Associate II with a 3% wage increase effective May 14, 2017 was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

# -MISCELLANEOUS-

Phil Meekins reported that he will be sending a truck and driver to both Timberbrook and Ridgely Forest on Saturday, May 20th to assist those communities with their Community Clean-up Day.

# -APPROPRIATIONS-

A motion to approve Requisition R7-02 for Willdan Financial Services in the amount of $12,500.00 for the Final Water Utility Rate Study was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R7-03 for Lecco Pipe Line Construction in the amount of $9,492.00 for two Main Repairs, 87 Ridge Run and 97 North Leslie was made by Commissioner Braley, seconded by Commissioner Kline and approved by all.

A motion to approve the invoices presented for payment was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

# -BUSINESS FROM THE FLOOR-

None.

# -ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:57 p.m.

Attest: Respectfully submitted,

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Robert F. McKnight Tina Holmes, Finance Clerk