

**MAYOR AND COMMISSIONERS
TOWN OF NORTH EAST
106 S. MAIN STREET
NORTH EAST, MARYLAND 21901**

June 10, 2015

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 PM. Present were Commissioner Paul Stark and Hilary Crothers Moore. Also present were Police Chief Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Ken Natale, Town Administrator Melissa B. Cook-Mac Kenzie and Head Clerk Stephanie Racine-Dean. Commissioner Braley was absent from the meeting due to a prior commitment.

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of May 27, 2015 was made by Commissioner Stark, seconded by Mayor McKnight. Commissioner Crothers-Moore abstained.

-GUESTS-

Ms. Robin Crothers, 77 Warburton Road, Elkton spoke in regards to the redefinition proposed by Ordinance 2015-05-01 along with Ms. Erin Crothers, 2 Cherry Street, North East and John Crothers, 4 Cherry Street, North East. All three expressed they are against the approval of Ordinance 2015-05-01.

Ms. Grace Miller from 403 Merrey Street North East would like the Ordinance 2015-05-01 to be approved.

-PUBLIC COMMENT-

None.

ADOPTION OF RESOLUTION AND ORDINANCES-

1. Ordinance No. 2015-05-01 Amendment to Code of Ordinances of the Town of North East – Chapter 5. Security and Protection; Article 2. Structures, Dwelling and Private Property; Section 5-202. Definition of Nuisance

Mayor McKnight advised there is no action required this evening on Ordinance No. 2015-05-01. A motion of approval will not take place until Commissioner Braley is present for discussion at the next Town Board Meeting on Wednesday June 24, 2015.

2. Resolution 2015-06-11 New Chart of Accounts and Amending the Fiscal Year 2016 General Fund and Enterprise Funds Budgets and Staffing Tables

Commissioner Stark made a motion to approve Resolution 2015-06-11. Commissioner Crothers-Moore seconded the motion. The motion was approved by all.

3. Resolution No. 2015-06-01 Adoption of the Job Description for Water Plant Superintendent

Commissioner Crothers-Moore made a motion to approve Resolution 2015-06-01. Commissioner Stark seconded the motion. The motion was approved by all with a correction to page 4 of the Job Description deleting the word "chemical bags" and adding the word "pounds".

4. Resolution No. 2015-06-02 Adoption of the Job Description for Administrative Assistant Office of the Superintendent

Commissioner Stark made a motion to approve Resolution 2015-06-02. Commissioner Crothers-Moore seconded the motion.

5. Resolution No. 2015-06-03 Adoption of the Job Description for Water Plant Chief Operator

Commissioner Crothers-Moore made a motion to approve Resolution 2015-06-03. Commissioner Stark seconded the motion. The motion was approved by all with a correction to page 4 of the Job Description deleting the word "chemical bags" and adding the word "pounds".

6. Resolution No. 2015-06-04 Adoption of the Job Description for Water Plant Operator

Commissioner Crothers-Moore made a motion to approve Resolution 2015-06-04. Commissioner Stark seconded the motion. The motion was approved by all with a correction to page 4 of the Job Description deleting the word "chemical bags" and adding the word "pounds".

7. Resolution No. 2015-06-05 Adoption of the Progression Scale for Water Plant Superintendent

Commissioner Crothers-Moore made a motion to approve Resolution 2015-06-05. Commissioner Stark seconded the motion.

8. Resolution No. 2015-06-06 Adoption of the Progression Scale for Administration Assistant Office of the Superintendent

Commissioner Stark made a motion to approve Resolution 2015-06-06. Commissioner Crothers-Moore seconded the motion. The motion was approved by all

9. Resolution No. 2015-06-07 Adoption of the Progression Scale for Water Plant Chief Operator

Commissioner Stark made a motion to approve Resolution 2015-06-07. Commissioner Crothers-Moore seconded the motion. The motion was approved by all

10. Resolution No. 2015-06-08 Adoption of the Progression Scale for Water Plant Operator

Commissioner Crothers-Moore made a motion to approve Resolution 2015-06-08. Commissioner Stark seconded the motion. The motion was approved by all

11. Resolution No. 2015-06-09 Amend Job Description for Radio/Dispatcher and retitle to Administrative Assistant Office of the Chief.

Commissioner Stark made a motion to approve Resolution 2015-06-09. Commissioner Crothers-Moore seconded the motion. The motion was approved by all

12. Resolution No. 2015-06-10 Adoption of the Progression Scale for Administration Assistant Office of the Chief

Mrs. Cook-MacKenzie stated this change would not have any effect on the salary of the current individual who will be moved into this position from the Radio/Dispatcher position. Commissioner Crothers-Moore made a motion to approve Resolution 2015-06-10. Commissioner Stark seconded the motion.

REPORTS-

Mayor Robert McKnight

None.

Commissioner Paul Stark

Commissioner Stark entered into the record the May 2015 Crime and Traffic breakdown for the North East Police Department.

Commissioner Hilary Crothers-Moore

Commissioner Crothers-Moore attended four meetings at the North East Middle School

Director of Finance and Administration, Ken Natale

Mr. Natale reported the Supreme Court of the United States ruled Maryland's piggy back tax on out of state income is unconstitutional and the Comptroller must refund money to people who file an amended return. At this point the estimated fiscal impact for the Fiscal year 2009 thru 2011 will be approximately \$26,000.00 but could increase. This amount has to be repaid to the Comptroller in Fiscal 2017.

Mr. Natale reported he attended the Annual Conference of The Government Finance Officers Association of The United States and Canada in Philadelphia last week. There was a lot of good information presented on changes to accounting standards and new practices for budgeting and long term financial planning that Mr. Natale will be implementing in part at The Town of North East.

Mr. Natale reported, working with the auditors to plan this year's audit. They will be visiting Town Hall in the month of July to do preliminary field work.

Mr. Natale reported he reviewed the financial statement of the Boys & Girls Club. They had a loss for the year ending December 31, 2014 of \$29,000.00. Mr. Natale asked Mr. De Freitas why they needed an infusion of \$100,000.00 from the municipalities throughout the County. Mr. De Freitas stated they would like to expand the programs for the Boys & Girls Club. Mr. Natale looked at the North East Club's December 13, 2014 unaudited statements and cost \$51,000.00 for the ninety three members at the North East Club. That would be a cost of \$546.00 per student. Of those 93 members, 26 of them live in the cooperate limits of the town. If the town paid the full, per member cost for the in town residents this would be \$14,222.00 a year, not the \$25,000.00 the Boys & Girls Club requested.

Town Administrator

The Town Administrator attended the following meetings:

1. May 27, 2015 Preconstruction Auto Zone
2. May 28, 2015 Board of Appeals
3. June 2, 2015 Street and Sidewalk Progress Meeting
4. June 3, 2015 BassMaster Meeting
5. June 5, 2015 Debbie Shears Insurance Enrollment
6. June 10, 2015 Town Board Meeting

Ms. Cook-Mac Kenzie introduced Jen Parson's. Ms. Parson's will be an Intern at the Town of North East for the summer.

-UNFINISHED BUSINESS-

Pricing of Tablets – Commissioners

Mayor McKnight is requesting tablets to be purchased for each of the Commissioners and himself. This would make it easier for each person on the board to review all material for the board meeting prior to their arrival and this would be more economical to the Town. Mayor McKnight and the Commissioners requested the Director of Finance and Administration to move forward with the purchase.

North East Community Park Revetment – Award

Mrs. Cook-Mac Kenzie reported funding for this project was addressed with Budget Amendment 2015-11 in the amount of \$376,318.00. Construction cost proposed, \$277,575.00 along with a contingency amount of \$69,394.00. The remainder of the amendment was engineering fees for the preparation of the project. No award was made as the board requested more information.

A motion of approval will not take place until Commissioner Braley is present at the next Town Board Meeting on Wednesday June 24, 2015.

Allocations for Municipal Public Water and Procedures

Mrs. Cook-Mac Kenzie reported, the purpose of this document is to provide policy and procedures for the allocation of water capacity for the Town of North East's water distribution, recognizing that it is in the Town's best interest to establish procedures for requesting allocations and to established policies that are equitable and serve the economic development and growth management goals established by the Town.

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Commissioner Crothers-Moore made a motion to approve Allocation for Municipal Public Water and Procedures as presented. Commissioner Stark seconded the motion. The motion was approved by all.

-NEW BUSINESS-

Mayor McKnight requested for the Town Administrator to have a letter of resignation signed from the former Commissioner Kena Koch.

Amendment to The Town of North East Standard Specifications for Water Distribution and details for Water Service

Commissioner Stark made a motion to approve the Standard Specifications for Water Distribution and Details for Water Service. Commissioner Crothers-Moore seconded the motion. The motion was approved by all.

Town of North East Rehabilitation Portion of Mahogany Drive Parking Rehabilitation Report/Proposal

Town Administrator asked for the board to review the information that was given and will be further discussed when Commissioner Braley is present at the next Town Board Meeting on Wednesday June 24, 2015.

-MISCELLANEOUS-

North East Maintenance Supervisor Phillip Meekins entered into the record, the Maintenance Department Monthly Reports for April 2015 and May 2015.

-APPROPRIATIONS-

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

-BUSINESS FROM THE FLOOR-

-ADJOURNMENT-

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With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Stark, and approved by all. The meeting adjourned at 8:20 P.M.

Attest:

Respectfully submitted,



Robert F. McKnight, Mayor

Stephanie Racine-Dean, Head Clerk