



**MAYOR AND COMMISSIONERS OF
THE TOWN OF NORTH EAST**

RESOLUTION NUMBER 2017-06-01

A RESOLUTION ADOPTING THE FISCAL YEAR 2017-2018 GENERAL FUND BUDGET AND FISCAL YEAR 2017-2018 ENTERPRISE FUND (WATER FUND) BUDGET.

WHEREAS, the Mayor and Commissioners of the Town of North East have complied with the Town Charter, causing to have published notice of the public hearing and holding a public hearing with regard to the budget; and

WHEREAS, the Mayor and Commissioners of the Town of North East desire to adopt a budget for the coming fiscal year (FY 2017-2018), receive revenues, make appropriations, levy a real property tax, levy a public utility and railroad operating property tax rate and charge certain fees.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Commissioners of the Town of North East this 28th day of June 2017 hereby adopt the attached budget in the sum of \$6,167,061.00 for General Fund, Capital Projects Fund and the Enterprise Fund and their activities for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018;

AND BE IT FURTHER RESOLVED, that the Mayor and Commissioners of the Town of North East hereby levies the real property taxes provided for in the budget at the rate of \$0.48 per \$100.00 of assessment;

AND BE IT FURTHER RESOLVED, that the Mayor and Commissioners of the Town of North East establish the homestead credit at 108 percent;

AND BE IT FURTHER RESOLVED, that the Mayor and Commissioners of the Town of North East hereby levies the public utility and railroad operating property taxes provided for in the adopted budget at the rate of \$1.20 per \$100.00 of assessment;

AND BE IT FURTHER RESOLVED, that the Mayor and Commissioners of the Town of North East hereby establishes the residential refuse fee at the rate of \$195.00 annually per unit;

AND BE IT FURTHER RESOLVED, that the Mayor and Commissioners of the Town of North East hereby established the rate paid to each member of the Board of Supervisors of Elections of \$100.00 annually;

AND BE IT FURTHER RESOLVED, that the Mayor and Commissioners of the Town of North East hereby establish water service charges, ready to serve charges, bulk charges, connection fee charges, major facilities fee charges, benefit assessments and other charges related to the supply of water as contained in resolution 2017-06-02;

AND BE IT FURTHER RESOLVED, that the Mayor and Commissioners of the Town of North East hereby establishes a schedule of authorized positions as contained in Attachment 1;

AND BE IT FURTHER RESOLVED, that the Mayor and Commissioners of the Town of North East hereby established increases for Town employees in the amount of 4.0%;

AND BE IT FURTHER RESOLVED, that the Mayor and Commissioners of the Town of North East hereby establish the optional allowable standard auto mileage reimbursement rate to be 53.5 cents. Employees traveling on official Town business shall also be entitled to meals and incidentals per diem based on rates established by the United States General Services Administration for the city/region they are traveling to. The optional allowance is the maximum that an employer may provide to employees to reimburse them for travel without the reimbursement being treated as income to the employee. Should the Federal Government modify the rates, the Town of North East will hereby adopt said rates for the remainder of fiscal year 2018.

MAYOR AND COMMISSIONERS OF
THE TOWN OF NORTH EAST

Melissa Cook-MacKenzie
Attested By: Melissa Cook-MacKenzie
Town Administrator

Robert F. McKnight
Robert F. McKnight, Mayor

Eric B. Braley
Eric B. Braley, Commissioner

June 28, 2017
Date Passed

Hilary A. Crothers-Moore
Hilary A. Crothers-Moore, Commissioner

Michael Kline
Michael Kline, Commissioner

Paul A. Stark
Paul A. Stark, Commissioner

Attachment 1



Resolution 2017-06-01
Attachment 1- Staffing Table

(*) PROPOSED PROMOTIONS ARE FOR BUDGET PURPOSES ONLY. ALL PROMOTIONS RECOMMENDED BY A DEPARTMENT HEAD REQUIRE APPROVAL OF THE TOWN ADMINISTRATOR/PERSONNEL OFFICER PRIOR TO INITIATING ANY PROMOTIONAL PROCESS.

DEPARTMENT POSITIONS		POSITIONS (*) FISCAL YEAR 2017-2018	
		Full Time	Part Time
Administration/Finance			
Town Administrator		1	
Director of Finance & Administration		1	
Town Clerk		1	
Finance Associate I		0	
Finance Associate II		1	
Billing Specialist I		0	
Billing Specialist II		1	
Clerk		0	1
Director of Planning		1	
Planning & Zoning Assistant		1	
Total		7	1
Maintenance		Full Time	Part Time
Maintenance Supervisor		1	
Maintenance I		1	
Maintenance II		4	
Total		6	0
Police		Full Time	Part Time
Chief		1	
Lieutenant		1	
Detective Sergeant		0	
Sergeant		3	
Corporal		3	
Patrol Officer		0	
Patrolman First Class		2	
Master Patrolman		0	
Administrative Assistant		1	
Crossing Guard			2
Crossing Guard Substitute			1
Total		11	3
Water		Full Time	Part Time
Water Plant Superintendent		1	
Water Plant Operator		2	
Water Plant Operator Trainee		1	
Administrative Assistant		1	
Total		5	0
Grand Total		29	4



**MAYOR AND COMMISSIONERS OF
THE TOWN OF NORTH EAST**

RESOLUTION NUMBER 2017-06-02

A RESOLUTION TO ESTABLISH THE RATES FOR WATER SERVICE CHARGES, READY TO SERVE CHARGES, BULK CHARGES, CONNECTION FEE CHARGES, MAJOR FACILITIES FEE CHARGES, BENEFIT ASSESSMENTS, AND OTHER CHARGES RELATED TO THE SUPPLY OF WATER BY THE TOWN OF NORTH EAST PURSUANT TO SECTION 7-505 OF THE CODE OF ORDINANCES, TO DEFINE CLASSIFICATIONS AND TO ESTABLISH THE DEFINITION AND USAGE OF EQUIVALENT RESIDENTIAL UNIT ("ERU").

WHEREAS, the Town is the owner/operator of the Leslie and Rolling Mill Water Treatment Plants; and,

WHEREAS, pursuant to Maryland Law the Town of North East has the authority to establish and modify service rates for the payment of principal and interest on the indebtedness incurred for such Plants along with reasonable charges for their maintenance, repair and operation; and,

WHEREAS, the Mayor and Commissioners of the Town of North East propose to establish the rates for water service, connection fees, major facilities charges, benefit assessments, and other charges related to the supply of water by the Town of North East; and,

WHEREAS, pursuant to law and after proper notice a public hearing was held on April 26, 2017 at which time the proposed rates were outlined and presented; and,

WHEREAS, the Mayor and Commissioners of the Town of North East are satisfied that the proposed water rates as provided herein are reasonable, necessary and advisable.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Commissioners of the Town of North East, that commencing July 1, 2017 and continuing thereafter until properly modified, the rates for water service, connection fees, major facilities charges, benefit assessments, and other charges related to the supply of water by the Town of North East shall be as follows:

I. WATER SERVICE CHARGES/RATES:

(A) RESIDENTIAL, COMMERCIAL & MULTI-UNIT: IN TOWN \$48.10 FOR 5,000 GALLONS MINIMUM PLUS \$9.62 PER 1,000 GALLONS OVER MINIMUM. NOTE: MULTI-UNIT (BOTH IN AND OUT OF TOWN) IS CHARGED PER BUSINESS OR RESIDENTIAL UNIT SERVED REGARDLESS OF THE NUMBER OF METERS SERVING SAID UNITS.

(B) RESIDENTIAL, COMMERCIAL & MULTI-UNIT: OUT OF TOWN \$96.20 FOR 5,000 GALLONS MINIMUM PLUS \$19.24 PER 1,000 GALLONS OVER MINIMUM.

(C) ALL PROPERTIES WHO HAVE THEIR METER PULLED EITHER VOLUNTARILY OR FOR NON-PAYMENT WILL CONTINUE TO BE CHARGED A MINIMUM QUARTERLY BILL.

II. READY-TO-SERVE CHARGES/RATES:

THIS CHARGE IS IN ADDITION TO THE CURRENT CONNECTION FEE CHARGE/RATE AND MAJOR FACILITIES FEE CHARGE/RATE. THE READY-TO-SERVE CHARGE/RATE IS AN AMOUNT EQUAL TO ONE HALF OF THE ESTABLISHED WATER SERVICE CHARGE/RATE TIMES THE NUMBER OF UNITS PROPOSED TO BE SERVED OR THE EQUIVALENT RESIDENTIAL UNIT ("ERU"). FOR SUBDIVISION DEVELOPMENT AND SINGLE LOT PARCEL DEVELOPMENT, THE READY-TO-SERVE CHARGE/RATE WILL BE IN THE AMOUNT OF ONE HALF OF THE STANDARD MINIMUM WATER SERVICE CHARGE/RATE FOR THE PROPERTY LOCATION, BASED UPON THE NUMBER OF UNITS. FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, MULTI-USE, MULTI-UNIT AND ANY OTHER DEVELOPMENT, THE READY-TO-SERVE CHARGE IN LIEU OF USER FEES WILL BE BASED UPON THE NUMBER OF EQUIVALENT RESIDENTIAL UNITS FOR THE ALLOCATION OF WATER.

AN EQUIVALENT RESIDENTIAL UNIT ("ERU") IS CALCULATED BY DIVIDING THE NUMBER OF GALLONS IN THE REQUESTED ALLOCATION, BY THE NUMBER OF GALLONS IN THE TOWN'S ESTABLISHED AVERAGE FOR RESIDENTIAL CONSUMPTION OF WATER. THE CURRENT AVERAGE FOR PURPOSES OF CALCULATING ALLOCATIONS FOR RESIDENTIAL DEVELOPMENT IS 250 GALLONS PER DAY PER UNIT.

III. BULK CHARGES/RATES:

UPON REQUEST AND UPON AVAILABILITY WATER WILL BE SOLD FROM THE PLANT(S) AT A BULK CHARGE RATE BASIS FROM TIME TO TIME AT A RATE OF \$48.10 PER 1,000 GALLONS.

IV. CONNECTION FEE CHARGES/RATES:

IN TOWN AND OUT OF TOWN - FOR METERS UP TO ONE (1") INCH IN SIZE THE CONNECTION FEE/CHARGE RATE IS \$2,525.00 FOR ALL CLASSIFICATIONS.

V. MAJOR FACILITIES FEE CHARGES/RATES:

IN TOWN AND OUT OF TOWN FOR ALL CLASSIFICATIONS IS \$3,500.00 TIMES THE NUMBER OF UNITS PROPOSED TO BE SERVED OR PER EQUIVALENT RESIDENTIAL UNIT ("ERU"), REGARDLESS OF THE NUMBER OF METERS.

VI. CLASSIFICATIONS

FOR PURPOSES OF THIS MATTER CLASSIFICATIONS ARE CONSIDERED TO BE, BUT NOT LIMITED TO, COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, MULTI USE, MULTI UNIT AND RESIDENTIAL.

VII. EQUIVALENT RESIDENTIAL UNIT ("ERU")

FOR PURPOSES OF THIS MATTER AN "ERU" IS CALCULATED BY DIVIDING THE NUMBER OF GALLONS OF WATER ALLOCATED, BY THE NUMBER OF GALLONS IN THE TOWN'S ESTABLISHED AVERAGE FOR RESIDENTIAL CONSUMPTION OF WATER.

VIII. USAGE PER EQUIVALENT RESIDENTIAL UNIT ("ERU")

FOR PURPOSES OF THIS MATTER THE CURRENT AVERAGE FOR PURPOSES OF CALCULATING ALLOCATIONS FOR RESIDENTIAL DEVELOPMENT IS 250 GALLONS PER DAY PER UNIT.

Melissa Cook-MacKenzie
Attested By: Melissa Cook-MacKenzie
Town Administrator

Robert F. McKnight
Robert F. McKnight, Mayor

Eric B. Braley
Eric B. Braley, Commissioner

Hilary Crothers-Moore
Hilary Crothers-Moore, Commissioner

Michael Kline
Michael Kline, Commissioner

Paul A. Stark
Paul A. Stark, Commissioner

June 28, 2017

Date Passed



**MAYOR AND COMMISSIONERS OF
THE TOWN OF NORTH EAST**

RESOLUTION NUMBER 2017-06-03

WHEREAS, the Mayor and Commissioners of the Town of North East intend to offer an employee medical insurance plan provided by LGIT Health, administered by Cigna Health and Life Insurance Company ("the Policy") for full-time employees with permanent status; and

WHEREAS, it is the intent of the Mayor and Commissioners to adopt the amount which the Town will contribute toward any premiums to provide said employee medical insurance for each full-time employee with permanent status in accordance with the approved budget for fiscal year 2017-2018; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Commissioners of the Town of North East this 28th day of June 2017:

1. That the Town will pay the premiums payable to LGIT Health associated with providing the medical insurance Policy for each full-time employee with permanent status in an amount not to exceed the following per employee in accordance with the approved budget for the fiscal year 2017-2018;

- ◆ 90% of the premium for employees employed 9 years or more as of July 1, 2017
- ◆ 85% of the premium for employees employed 4 to 8.99 years as of July 1, 2017
- ◆ 80% of the premium for employees employed up to 3.99 years as of July 1, 2017

2. That in addition to paying the premium schedule as set forth above the Town will contribute the total sum of \$2,022.20 for the period of July 1, 2017 through June 30, 2018 to each eligible employee's Health Savings Account enrolled in the above Policy as an Individual, and that in addition to paying the premium schedule as set forth above the Town will contribute the total sum of \$4,022.20 for the period of July 1, 2017 through June 30, 2018 to each eligible employee's Health Savings Account enrolled in the above Policy as an Employee with children, Employee and spouse and/or Family and; that said contribution shall be paid to a Health Plan Administrator and that said contribution will be paid on or before July 15, 2017.

3. That an election by a full-time employee with permanent status not to accept coverage as provided by the Policy by LGIT Health, shall not entitle the full-time employee with permanent status to the payment of the funds for said coverage as set forth above to the employee for any other purpose, including other insurance coverage.

4. For new enrollees in addition to paying the premium schedule as set forth above the Town will contribute the total sum of \$168.51 times the number of months remaining until June 30, 2018 to each eligible employee's Health Savings Account enrolled in the above Policy as an Individual, and that in addition to paying the premium schedule as set forth above the Town will contribute the total sum of \$335.18 times the number of months remaining until June 30, 2018 to each eligible employee's Health Savings Account enrolled in the above Policy as an Employee with children, Employee and spouse and/or Family. Said contribution will start when the employee's medical insurance coverage begins.

MAYOR AND COMMISSIONERS OF THE
TOWN OF NORTH EAST

Melissa Cook-MacKenzie
Attested By: Melissa Cook-MacKenzie
Town Administrator

Robert F. McKnight
Robert F. McKnight, Mayor

Eric B. Braley
Eric B. Braley, Commissioner

June 28, 2017
Date Passed

Hilary A. Crothers-Moore
Hilary A. Crothers-Moore, Commissioner

Michael Kline
Michael Kline, Commissioner

Paul A. Stark
Paul A. Stark, Commissioner



**MAYOR AND COMMISSIONERS OF
THE TOWN OF NORTH EAST**

RESOLUTION NUMBER 2017-06-04

WHEREAS, the Mayor and Commissioners of the Town of North East intend to offer employee dental and vision insurance plans provided by Met Life Insurance Company ("the Policy") for full-time employees with permanent status; and

WHEREAS, it is the intent of the Mayor and Commissioners to adopt the amount which the Town will contribute toward any premiums to provide said employee dental and vision insurance for each full-time employee with permanent status in accordance with the approved budget for fiscal year 2017-2018; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Commissioners of the Town of North East this 28th day of June 2017:

1. That the Town will pay the premiums payable to Met Life Insurance Company associated with providing dental and vision insurance for each full-time employee with permanent status in an amount not to exceed the following per employee in accordance with the approved budget for the fiscal year 2017-2018.

- ♦ 90% of the premium for employees employed 9 years or more as of July 1, 2017
- ♦ 85% of the premium for employees employed 4 to 8.99 years as of July 1, 2017
- ♦ 80% of the premium for employees employed up to 3.99 years as of July 1, 2017

2. That an election by a full-time employee with permanent status not to accept coverage as provided by Met Life Insurance Company shall not entitle the full-time employee with permanent status to the payment of the funds for said coverage as set forth above to the employee for any other purpose, including other insurance coverage.

MAYOR AND COMMISSIONERS
OF THE TOWN OF NORTH EAST

Melissa Cook-MacKenzie
Attested By: Melissa Cook-MacKenzie
Town Administrator

June 28, 2017
Date Passed

Robert E. McKnight
Robert E. McKnight, Mayor

Eric B. Braley
Eric B. Braley, Commissioner

Hilary A. Crothers-Moore
Hilary A. Crothers-Moore, Commissioner

Michael Kline
Michael Kline, Commissioner

Paul A. Stark
Paul A. Stark, Commissioner



**MAYOR AND COMMISSIONERS OF
THE TOWN OF NORTH EAST**

RESOLUTION NUMBER 2017-06-05

WHEREAS, the Mayor and Commissioners of the Town of North East provide a life insurance policy provided by Standard Insurance Company ("the Policy") for full-time employees with permanent status; and

WHEREAS, the Mayor and Commissioners of the Town of North East intend to offer a voluntary life insurance policy provided by Standard Insurance Company ("the Voluntary Policy") for full-time and part-time employees with permanent status; and

WHEREAS, it is the intent of the Mayor and Commissioners to adopt the face amount of the policy which will be provided at the expense of the Town to each full-time employee with permanent status in accordance with the approved budget for fiscal year 2017-2018.

WHEREAS, it is the intent of the Mayor and Commissioners to offer voluntary life insurance at the expense of the employee to each full-time and part-time employee with permanent status pursuant to the terms and conditions of the Voluntary Policy.

NOW THEREFORE BE IT RESOLVED by the Mayor and Commissioners of the Town of North East this 28th day of June 2017;

1. That the Town will pay any premiums payable to Standard Insurance Company associated with providing a life insurance policy in the face amount of \$50,000.00 to each full-time employee with permanent status in accordance with the approved budget for the fiscal year 2017-2018.
2. That the Town will offer at the expense of the employee to each full-time and part-time employee with permanent status a Voluntary Life Insurance Policy provided by Standard Insurance Company.

MAYOR AND COMMISSIONERS
OF THE TOWN OF NORTH EAST


Robert F. McKnight, Mayor

Melissa Cook-MacKenzie
Attested By: Melissa Cook-MacKenzie
Town Administrator

June 28, 2017
Date Passed

Eric B. Braley
Eric B. Braley, Commissioner

Hilary A. Crothers-Moore
Hilary A. Crothers-Moore, Commissioner

Michael Kline
Michael Kline, Commissioner

Paul A. Stark
Paul A. Stark, Commissioner



MAYOR AND COMMISSIONERS OF THE TOWN OF NORTH EAST

RESOLUTION NUMBER 2017-06-06

WHEREAS, the Mayor and Commissioners of the Town of North East intend to provide monetary contributions toward continuation coverage for medical insurance for employees who have retired from employment with the Town of North East; and

WHEREAS, it is the intent of the Mayor and Commissioners to adopt the amount which the Town will contribute toward any premiums to provide monetary contributions toward continuation coverage for medical insurance for employees who have retired from employment in good standing with the Town of North East in accordance with the approved budget for fiscal year 2017-2018; and

WHEREAS, the Mayor and Commissioners have selected Maryland Local Government Health Cooperative administered by Cigna Health and Life Insurance Company (the "Policy"), for fiscal year 2017-2018; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Commissioners of the Town of North East this 28th day of June 2017:

1. That the Town will pay the premiums payable to Maryland Local Government Health Cooperative for the Policy, associated with providing continuation coverage for a period of eighteen (18) months for the medical insurance Policy for each full-time employee who retires from full-time employment in good standing with the Town of North East in an amount not to exceed the following per employee in accordance with the approved budget for the fiscal year 2017-2018.

- ♦ If the employee has been employed for thirty (30) aggregate full-time years with the Town upon retirement from the Town, the Town will pay 100% of the premium for the employee.
- ♦ If the employee has been employed for twenty-five (25) aggregate full-time years with the Town upon retirement from the Town and the employee has reached the age of 62 years, the Town will pay 100% of the premium for the employee.
- ♦ If the employee has been employed for twenty-five (25) aggregate full-time years with the Town upon retirement from the Town and the employee has not reached the age of 62 years, the Town will pay 80% of the premium for the employee.
- ♦ If the employee has been employed for twenty (20) aggregate full-time years with the Town upon retirement from the Town, the Town will pay 70% of the premium for the employee.
- ♦ If the employee has been employed for fifteen (15) aggregate full-time years with the Town upon retirement from the Town, the Town will pay 60% of the premium for the employee.
- ♦ If the employee has been employed for ten (10) aggregate full-time years with the Town upon retirement from the Town, the Town will pay 50% of the premium for the employee.

2. That in addition to paying the premium schedule as set forth above the Town will contribute the total sum of \$2,022.20 for the period of July 1, 2017 through June 30, 2018 to each eligible retiree's Health Savings Account enrolled in the above Policy as an Individual, and that in

addition to paying the premium schedule as set forth above the Town will contribute the total sum of \$4,022.20 for the period of July 1, 2017 through June 30, 2018 to each eligible retiree's Health Savings Account enrolled in the above Policy as an Employee with children, Employee and spouse or family and; that said contribution will be paid on or before July 15, 2017.

3. That an employee who has retired from employment may elect continuation coverage as provided by the Policy by Maryland Local Government Health Cooperative during the eighteen month period following retirement but shall not be entitled to coverage for a period in excess of eighteen months from the date of employee's retirement.

4. That an election by an employee who has retired from employment not to be provided by coverage as provided by the Policy by Maryland Local Government Health Cooperative, shall not entitle the employee to the payment of the funds for said coverage as set forth above to the employee for any other purpose, including other insurance coverage.

5. That an employee who shall fail to pay for his or her portion of the cost of the premium will lose coverage effective as of the first day of the month for which the payment was not made.

6. That the Town reserves the right, at any time, to terminate the provision of monetary contributions toward continuation coverage for medical insurance for employees who have retired.

MAYOR AND COMMISSIONERS OF THE
TOWN OF NORTH EAST

Melissa Cook-MacKenzie
Attested By: Melissa Cook-MacKenzie
Town Administrator

Robert F. McKnight
Robert F. McKnight, Mayor

Eric B. Braley
Eric B. Braley, Commissioner

June 28, 2017
Date Passed

Hilary A. Crothers-Moore
Hilary A. Crothers-Moore, Commissioner

Michael Kline
Michael Kline, Commissioner

Paul A. Stark
Paul A. Stark, Commissioner