

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

May 25, 2016

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 PM. Present were Commissioners Michael Kline, Paul Stark, Hilary Crothers-Moore and Eric Braley. 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.

The Pledge of Allegiance was recited.

-PUBLIC HEARING-

Fiscal Year 2016-2017 General Fund Budget and Water Fund Budget

The Public Hearing for the Fiscal Year 2016-2017 General Fund Budget and Water Fund Budget was called to order by Mayor McKnight opened the public hearing at 7:02 p.m.

Mayor McKnight welcomed the public, the purpose of the hearing and reviewed highlights of the projected revenues and expenditures of the General Fund and Water Fund Budgets before calling upon those members of the public present wishing to speak. Mayor McKnight closed the public hearing closed at 7:25 p.m.

Derek DeWitt – Boys and Girls Clubs of Cecil County

Mr. DeWitt – Interim Executive Director discussed the goal of The Boys and Girls Club; wanted to thank the Mayor and Commissioners for their time and consideration for the latest grant request.

-APPROVAL OF MINUTES-

A motion to approve the minutes of May 11, 2015 was made by Commissioner Crothers-Moore, seconded by Commissioner Stark. The minutes were approved by all.

-GUESTS-

-PUBLIC COMMENT-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

None.

-REPORTS-

Mayor Robert McKnight

Mayor McKnight reported he met with Town Administrator, Melissa B. Cook-Mac Kenzie and Director of Finance and Administration, Ken Natale in regards to Health Care Benefits for the Town of North East Employee's.

Mayor McKnight reported he attended the Boys and Girls Club Dinner with Police Chief Darrell Hamilton on Wednesday, May 18, 2016.

Mayor McKnight reported he and Town Administrator, Melissa B. Cook-Mac Kenzie met with the Library Board and the new CEO of Union Hospital, Richard C. Szumel, M.D.

Ronald Carter, Superintendent, Water Department:

Mr. Carter gave the monthly Rolling Mill and Leslie Water Plants reports for the month of April 2016.

Mr. Carter proposed changes to Water Standard Specifications for Water Distribution and Details for Water Service. This would be the areas of W-1, W-2, W-3, W-4, W-15, W-16 and W-18.

A motion to approve the proposed changes to Water Standards Specifications for Water Distribution was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

Mr. Carter Proposed changes to Fire Hydrant Standards, replacing the current hydrant standard with a Kennedy Valve K-81AWC Fire Hydrant. Once installed, would virtually eliminate the need for future excavations to replace a hydrant.

A motion to approve the proposed changes to Fire Hydrant Standards was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

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Commissioner Crothers-Moore

Commissioner Crothers-Moore attended the North East Chamber Meeting.

Commissioner Crothers-Moore attended the Master Gardner/ENERWA Rain Garden planting, in the Municipal Parking on May 21, 2016.

Commissioner Kline

None.

Commissioner Stark

None.

Commissioner Braley

None.

Director of Finance and Administration, Ken Natale

Director Natale reported, still working on the Budget Report for FY 2016-2017.

Town Administrator

Mrs. Cook-Mac Kenzie reported on various meetings and functions she attended since the last meeting.

Mrs. Cook-Mac Kenzie reported the Water Trainee position closed Friday, May 20, 2016. Ronald Carter, Superintendent, Water Department with the Town Administrator will be conducting interviews with five candidates on Thursday, June 25, 2016.

Mrs. Cook-Mac Kenzie reported the Street and Sidewalk Project is coming to an end, they are near completion on Main Street. The Sidewalk Project, Irishtown Road and Church Street is moving along very rapidly and without any issues. Ronald Carter, Superintendent, Water Department did me in regards to relocation of a fire hydrant on the corner of Thomas and Mauldin Avenue.

Mrs. Cook-Mac Kenzie reported on the bonds for Ridgely Forest and the Chesapeake Club. The Town of North East is working with the Cecil County in regards to Sediment

Erosion, Forest Retention, and Sanitary Sewer. Mrs. Cook-Mac Kenzie stated they are working with the bank in regards to the issue and trying to settle out of court.

Mrs. Cook-Mac Kenzie reported there will be a meeting on June 7, 2016 in reference to the Cecil County Tourism Office's relocation. There will be discussion with the County Executive and the Tourism Committee. Mrs. Cook-Mac Kenzie will be meeting with the town's engineer on Thursday, May 26, 2016 in regards to the bid package for the Jackson House.

Mrs. Cook-Mac Kenzie reported she received information Wednesday, May 25, 2016 about the SHA project on the MD 272 Bridget over AMTRACK. The contractor has successfully negotiated a settlement. State Highway Administration will be rebidding the job and the contractor, Mumford and Miller is still using the Town's Maintenance Facilities on George Ave and will be using until the end of June.

Mrs. Cook-Mac Kenzie reported she has been working with the SHA's Real Estate Division on securing additional funds from the state to cover the Town's lease of 137 N. Main St Ext due to the delay in the bridge project.

Mrs. Cook-Mac Kenzie reported she had the opportunity to review eighteen essays by the North East High School students. These essays are a part of the North East Chamber function and named, the "Nick Demond Scholarship".

Mrs. Cook-Mac Kenzie reported she received word Public Service Commission did not hear the Chesapeake Utilities Corporation, Franchise Agreement on May 11, 2016 as was originally advertised, this has been moved to June 1, 2016.

-MISCELLANEOUS-

None.

-UNFINISHED BUSINESS-

Maryland Department of Environmental Violation

Mrs. Cook-Mac Kenzie advised she and Mr. Carter will meet with MDE in the first week of June 2016 about a potential violation the Maryland Department of Environment. There has been a lot of research and several meetings in regards to the issue. At this time they are not prepared to give the board a full report until they have met with MDE.

-NEW BUSINESS-

Mayor McKnight wanted to thank Commissioner Braley for agreeing to continue to serve as ex officio on the Planning Commission. The Mayor stated Commissioner Braley has done a wonderful job.

A motion to approve Commissioner Braley reappointment Planning Commission was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all

Annual Planning Report - 2015

The Annual Planning Report 2015 have been prepared by the Planning Department's staff and approved by the Planning Commission.

A motion to except the Annual Planning Report for 2015 was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

Amendment to Town of North East Policy and Procedures – Vendors at the North East Community Park

Mrs. Cook-Mac Kenzie introduced an Amendment to Town of North East Policy and Procedures – Vendors at the North East Community Park which amends the language in the “DESIGNATED LOCATION FOR VENDORS” section.

A motion to approve the Amendment as presented was made by Commissioner Kline, seconded by Commissioner Braley and approved by all

-MISCELLANEOUS-

Mayor McKnight thanked Director of Finance and Administration, Kendrick Natale for a great job in regards to the Proposed Budget Fiscal Year 2017 Presentation.

-APPROPRIATIONS-

A motion to approve Use of FY 2016 Contingency Funds and Transfers to Capital Projects was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Purchase Order No. 05272016-001 to A.C. Schulte's of Maryland, Inc. in the amount of \$5,760.00 this is for Filter Lift Pump Repair – Leslie Water

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Treatment Plant was made by Commissioner Braley, seconded by Commissioner Kline, and approved by all.

A motion to approve Purchase Order No. 05272016-002 to Nichols Excavation INC. in the amount of \$10,413.00 for Paving Repairs and Yard Repairs was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the invoices presented tonight 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 Crothers-Moore, seconded by Commissioner Stark, and approved by all. The meeting adjourned at 8:15 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Head Clerk