

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

September 14, 2016

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 P.M. Present were Commissioners Paul Stark, Eric Braley 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-MacKenzie and Head Clerk Stephanie Racine-Dean. Commissioner Mike Kline was absent from the meeting.

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

-APPROVAL OF MINUTES-

A motion to approve the minutes of August 24, 2016 meeting was made by Commissioner Crothers-Moore, seconded by Commissioner Stark, and approved by all. Commissioner Braley abstained from voting as he was not present for the August 24, 2016 meeting.

-APPOINTMENTS-

A motion to approve the appointment to Board of Appeals Member Peg Hardin, 20 Mallory Way, North East to a one year term expiring on October 8, 2017 was made Commissioner Braley, seconded by Commissioner Stark and approved by all.

A motion to approve the appointment to Board of Appeals Member Maurice Tenney, 114 Howard Street, North East to a two year term expiring October 8, 2018 was made Commissioner Braley, seconded by Commissioner Stark and approved by all.

A motion to approve the appointment to Board of Appeals Member Marian Martino, 148 Mahogany Drive North East to a two year term expiring on October 8, 2018 was made Commissioner Braley, seconded by Commissioner Stark and approved by all.

-GUESTS-

Arlene Eatmon- 202 Magnolia Drive re: Water Fess

Mrs. Arlene Eatmon from 202 Magnolia Drive Elkton, Maryland wanted to express her concern in regards to the water fees that applied to her account, June 2016 quarter. Town Administrator Melissa B. Cook-MacKenzie called the customer to advise the guidelines that were given to the Town Hall from the Public Service Commission. Ms. Arlene Eatmon was not present at the town board meeting, Wednesday September 14, 2016.

Reginald & Iris Canady – 11 Colonial Circle re: Water Violation

Mr. & Mrs. Canady from 11 Colonial Circle received the violation letter from, North East Water Works in regards to Total Organic Carbon (TOC) in the source and treated water. TOC is a measurement of the total amount of organic matter that can be found in the source water (North East Creek and Little North East Creek). Mr. Carter informed the Board a letter was sent to all water customers on Monday August 22, 2016. The letter states Town of North East failed to comply with State and Federal Drinking Water Standards and this is not an emergency with no health effects, as required by Maryland Department of the Environment. Mayor McKnight stated this is more a technique violation than an actual water quality problem. Ron Carter, Superintendent, Water Department explained the letter violation letter in depth and assured the Board and the Canady's that the problem is being evaluated and corrected by treatment changes at the water treatment plant and additional sampling will continue. Mr. Carter offered to set up a meeting with Mr. & Mrs. Canady and the Town's Maryland Department of the Environment (MDE) inspector to have the inspector explain the situation to give them some independent assurances that the water is safe to drink.

Mr. Canady had concerns in regards to the time frame of the mailing of the violation. Mrs. Melissa Cook-MacKenzie shared with everyone that the Town had only recently been notified of the violation and that the Town was in compliance with issuing the letter to the public as well as the content of the letter. Mr. Carter did acknowledge that in the past the Water Department had failed to meet the deadline requirement of filing the annual water quality report with MDE. Mayor McKnight expressed his apology to the customer for that error. Mrs. Cook-MacKenzie advised that policies had been put in place to assure that mistake was not repeated.

-PUBLIC COMMENT-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

Proclamation

Mayor McKnight read the Proclamation, North East Proclaims September 17th through September 23 Constitution Week.

A motion to approve the Proclamation for Constitution Week September 17 through September was made by Commissioner Crothers-Moore, seconded by Commissioner Stark, and approved by all.

-DEED OF CONVEYANCE-

Riverwoods at North East, Grantor

A motion to accept the deed of conveyance from Riverwoods at North East Limited Partnership to Mayor and Commissioners of the Town of North East for water lines and appurtenances was made by Commissioner Braley, seconded by Commissioner Crothers-Moore, and approved by all.

North Creek Run Phase I, Grantor

A motion to accept the deed of conveyance from North Creek Run, LLC to Mayor and Commissioners of the Town of North East for water lines and appurtenances made by Commissioner Braley, seconded by Commissioner Crothers-Moore, and approved by all.

Bedrock – Wilma Court, Grantor

A motion to accept the deed of conveyance from Montgomery Brothers, Bedrock Two, LLC to Mayor and Commissioners of the Town of North East for water lines and appurtenances was presented was made by Commissioner Braley, seconded by Commissioner Crothers-Moore, and approved by all.

-REPORTS-

Mayor Robert McKnight

Mayor McKnight reported he toured, Riverwoods Facility Tuesday, September 6, 2016.

Mayor McKnight reported he attended the Crab Crawl, Saturday September 10, 2016.

Mayor McKnight reported he attended along with Chief Hamilton, 911 Memorial Service, Sunday September 11, 2016, North East Fire Hall.

Commissioner Stark

Commissioner Stark reported he attended, 911 Memorial Service, Sunday September 11, 2016, North East Fire Hall. The guest speaker was a survivor from Tower One.

Commissioner Stark entered into the record the August 2016 Crime and Traffic breakdown for the North East Police Department.

Commissioner Crothers-Moore

None.

Commissioner Braley

Commissioner Braley reported he attended the Planning Board Meeting, Tuesday September 6, 2016.

Director of Finance and Administration, Ken Natale

Mr. Natale reported the Auditors will be at Town Hall, Monday September 19th, 2016. This would be the final field work for, Fiscal 2016 Audit.

Mr. Natale reported there are issues with Customer Service for the town's Financial Accounting and Utility Billing Software. The town has been getting less service for the money that is being paid. Mr. Natale is concerned, and speaking with other vendors to find the best solution for the town's interest and if possible he will try to hold off until the next budget year to purchase new software.

Mr. Natale reported PNC is the main Financial Institute for the Town of North East, historically the Town has had problems with their corporate offices and the bank's fee structures. Last year there was a meeting with the Vice President for Government Banking and a representative from Treasury Management Department from PNC. There was a negotiation and an account structure that was an advantage to the Town. Since then PNC has eliminated their Government Banking Unit. This week it was discovered the town was charged \$144.32 for a new account balance fee on an account balance of \$1.1 million dollars. The new fee according to the Treasury Management Department is for the privilege of having a balance with their institution. Mr. Natale has reached out to several Financial Institutions regarding the fee and was assured it was not part of their fee structure, he has solicited quotes for banking services from them.

Mr. Natale reported there was additional training with Sensus regarding their software. It was very productive and the staff has a much better understanding of how to use the system to educate the customer and monitor for leaks and communication issues. All areas are now being monitored daily and the staff can identify locations that are not reporting and also report excessive water consumption to the North East Water Department so they can investigate and correct any issues.

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie reported Perdue is asking for dates and times from the board to tour an existing poultry farm. Confirmation from Perdue, they are available Wednesday, October 19, 2016. This will take place on two poultry farms operating in Cecil County. ENERWA Group has taken recent water samples and the results have been referred to Ron Carter the Superintendent North East Water Department. Mrs. Cook-MacKenzie stated she received correspondence from the attorney, David Bestie who is representing the Calvert Neighbor Alliance Group and will be sitting down and speaking with him in regards to what the town is doing and most importantly what the town will not be doing.

Mrs. Cook-MacKenzie reported on the State Highway Project regarding the sidewalks and crosswalks. The locations Route 272 across from West Marine, Cross walks across Route Forty and the sidewalk of the corner of North East Plaza. This will be bid out and award in January 2017. On the South end of the town, the contractors will be arriving shortly to complete this project. Supervisor Phillip Meekins is working with State Highway in order to get permits to remove the landscaping and relocate that is currently there.

-UNFINISHED BUSINESS-

Mayor McKnight reported that the County has approved funding for the new library that will serve the town for the next 50 years. Mayor McKnight met with Acting Director of the Cecil County Public Library, Morgan Miller, and they are working on grant applications for funding of the library. The library was approved one hundred percent of funding this year and they will keep the Town updated with new information. Mayor McKnight stated he did spend time with the North East Library Staff, Saturday September 10, 2016. They expressed they are very excited in regards to the new library and they are working on new concepts and ideas and the service they are going to bring to the Town of North East.

Mrs. Cook-MacKenzie reported she has received two proposals for engineering services for a feasibility study for The North East Town Hall, 106 South Main Street and the former bank of North East, 14 South Main Street. The two proposals were from the town's engineers, C N A and Entech. Mrs. Cook-MacKenzie presented this to the board for consideration the last board meeting Wednesday, August 24, 2016.

Mrs. Cook-MacKenzie received; Engineering Work Order from Entech Engineering dated September 1, 2016. Listed items are Town Hall Relocation, Expansion and Structural Study. The focus is to separate the two locations and focus on the existing Town Hall, 106 South Main Street.

A motion to approve Proposal Study, 106 South Main Street and 14 South Main Street from Entech Engineering was made by Commissioner Braley, seconded by Commissioner Stark, and approved by all.

-NEW BUSINESS-

Personnel Item

After hearing the recommendation of the Town Administrator and the Police Chief, Commissioner Stark made a motion to promote Patrol Officer John Fakner to Patrolman First Class effective September 11, 2016. Commissioner Braley seconded the motion. The motion was approved by all.

Water Allocation Request – Montgomery Oaks – Lot #22 Pine Cone Drive

A motion to approve Water Allocation Request was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

Proposal from Entech Engineering, Inc. for Hydraulic Model Calibration Project

Mrs. Cook-MacKenzie presented the Board with a Work Order in regards to Terms and Conditions of the Agreement, Scope Work for the Hydraulic Model Calibration Project.

A motion to approve Hydraulic Model Calibration Project as given and recommended by the Town Administrator was made by Commissioner Stark, seconded by Commissioner Crothers-Moore, and approved by all.

Water Quality – Irishtown Road Pressure Zone

Town Administrator Melissa B. Cook-Mac Kenzie reported she is introducing this to the board only tonight for their review. This will be placed on the next Town Board Meeting on September 28, 2016 for discussion and approval.

MISCELLANEOUS-

Chief Hamilton, North East Police Department wanted to commend Corporal Stephan Yates. He will be awarded the DWI Enforcement Award in Cecil County during the Maryland Municipal League Fall Convention in Ocean City Maryland.

-APPROPRIATIONS-

A motion to approve Purchase Order 091416-001 Nichols Excavation in the amount of \$10,817.00 for the search of main, replacement of service line and saddle, crock & setter location, 101 Champlain. Also, replacement of setters, installed new concrete crock & roadway frame location, 131 South Main Street made by Commissioner Crothers-Moore seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order 091416-002 Game Time in the amount of \$7,485.79 for Play Ground Equipment made by Commissioner Crothers-Moore seconded by Commissioner Stark and approved by all.

A motion to approve the invoices presented for payment was made by Commissioner Braley, seconded by Commissioner Crothers-Moore 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 approved by all. The meeting adjourned at 7:55 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Head Clerk