

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

October 12, 2016

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 P.M. Present were Commissioners Paul Stark, Michael Kline and Hilary Crothers-Moore. Also present were Town Administrator Melissa B. Cook-MacKenzie, Director of Finance and Administration Ken Natale and Head Clerk Stephanie Racine-Dean. Commissioner Eric Braley, Police Chief Darrell Hamilton and Maintenance Supervisor Phillip Meekins were 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 September 28, 2016 meeting was made by Commissioner Kline, seconded by Commissioner Stark, and approved by all.

**-GUESTS-**

Ola Boswell, Membership Development Representative from Cecil County Chamber of Commerce

Ms. Ola Boswell gave a presentation about the Cecil County Chamber of Commerce. Ms. Boswell is requested the Town of North East join the Cecil Chamber. Mayor McKnight stated the Town would review the information and make a determination about joining in the near future.

Roberta McGettigan, Proclamation for World Pancreatic Cancer Day

Ms. Roberta McGettigan requested a proclamation from the Town of North East for World Pancreatic Cancer Day on November 17, 2016. This year, Pancreatic Cancer surpassed Breast Cancer to become the third leading cause of Cancer related deaths in the United States and is projected to become the second leading cause in 2020 and needs much attention for this deadly disease. The board agreed to grant the proclamation.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

Ordinance No. 2016-09-01 re: Mutual Aid and Reciprocal Enforcement Agreements between the Police Department and other Police Departments in and outside the State.

Article 2-105 of the Criminal Procedure Article of the Maryland Annotated Code allows municipalities to enter into the Mutual Aid Agreements with other law enforcement agencies in and outside of the State of Maryland. This Ordinance would grant authority to the Mayor and Commissioners to enter into Mutual Aid Agreements with allied agencies of the North East Police Department. At this time, the Cecil County Sheriff's Office and the North East Police wish to enter into a Mutual Aid Agreement. The Mutual Aid Agreement will be submitted to the Board for approval.

A motion to approve the Ordinance No. 2016-09-01 was made by Commissioner Stark, seconded by Commissioner Crothers-Moore, and approved by all.

Ordinance No. 2016-09-02 re: Road Code Standard Specifications and Details.

Article 8 Section 6-801 this Ordinance proposes to repeal the existing Road Code and adopt the revised version outlined in the Ordinance.

A motion to approve the Ordinance No. 2016-09-02 was made by Commissioner Kline, seconded by Commissioner Stark, and approved by all.

Resolution No. 2016-09-01 re: Establishing Computer Hardware and Software as an exception to the town's Purchasing Ordinance.

Article 6 Section 2-604 Resolution establishing an exception to the Purchasing Ordinance for Computer Software and Hardware.

A motion to approve Resolution No. 2016-09-01 was made by Commissioner Crothers-Moore, seconded by Commissioner Kline, and approved by all.

**-REPORTS-**

Mayor Robert McKnight

None.

Commissioner Stark

None.

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline reported he attended Youth Panel Training Monday, October 10, 2016.

Commissioner Kline reported he will be attending the MML Dinner Thursday, October 20, 2016. Location, Schaefer's Canal House Banquet Hall, 208 Bank Street, Chesapeake City, Maryland

Director of Finance and Administration, Ken Natale

Mr. Natale reported he met with three local banks in regards to Banking Services and the process has been completed.

Mr. Natale reported he and the staff met with two software vendors for demonstrations of their software. There will a third presentation, Tuesday, October 18, 2016. Mr. Natale stated he will have a recommendation to the board the next town board meeting Wednesday October 26, 2016.

Mr. Natale reported the auditors are finishing their review of the financial statement and he will have a draft by the end of the week.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie entered into the record for Commissioner Braley the August and September 2016 breakdown for the Planning and Zoning Department.

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

Mrs. Cook-MacKenzie reported Perdue has received the date for the board to tour an existing poultry farm. This will take place on Wednesday, October 19, 2016, still waiting on confirmation for a time they will be available. Mrs. Cook Mac-Kenzie stated she has placed several calls to their office, has not received a return call.

Mrs. Cook-MacKenzie reported she attended meeting with Superintendent of the Water Department, Ronald Carter and Maryland Department of the Environment (MDE) inspector. The meeting was set up with Reginald & Iris Canady, 11 Colonial Circle in regards to Water Violation from North East Water Works in regards to Total Organic Carbon (TOC) in the source and treated water.

**-UNFINISHED BUSINESS-**

Mayor McKnight the County has approved funding for the new library that will serve the town for the next 50 years. Mayor McKnight met with Director of the Cecil County Public Library, Morgan Miller. The library was approved one hundred percent of funding this year and they will keep the Town updated with new information.

Town Administrator Melissa B. Cook-MacKenzie met with Superintendent of the Water Department, Ronald Carter and Maryland Department of Transportation in regards to the I-95 Water Tank. The board was presented with a report from Entech in regards to the status of Mr. Hodges water tank. The board needed to consider an additional tank in that area when the Principio tank was a banded. A proposal from Entech which suggests a company to further explore the tank as far as the condition of both interior and exterior, cost would \$3350.00.

Mayor McKnight asked if this tank could supply the needs for this area and if so, he is requesting a letter stating this before any consideration.

**-NEW BUSINESS-**

Director of Finance and Administration

Mr. Natale presented a request from Mr. and Mrs. Donald Coe, 107 East Cecil Avenue is requesting a Revitalization Loan for the amount of \$11,496.00 for Home Improvement to their residence. This project would be repair of a front porch and replacing existing columns. Mr. Natale advised the board, all documents were submitted by Mr. and Mrs. Coe meets the criteria and requirements to move forward.

A motion to approve the Revitalization Loan was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

Mr. Natale presented an RFP 2016-08-01 Water Utility Rate Study Bid Tabulation. This consisted of Technical and Cost Proposal Evaluation and was based on combined scores. Willdan Financial Services, 200 South Orange Avenue, Suite 1550 Orlando, Florida received the higher combined score of eighty five percent.

A motion to approve the Bid Award for Water Utility Rate Study to Willdan Financial Services was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

Mr. Natale presented from the Water Department solicited bids for the Bayberry Water Tower. These bids were from companies in the area, Fence by Fender and Long Fence. The area to be constructed will include a chain link fence with barbed wire. This project was included in the FY 2017 Budget. With recommendation from the Town Administrator and the Water Plant Supervisor, Fence by Fender was awarded the bid.

A motion to approve the Bid Award for Bayberry Water Tower Fence was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

Mr. Natale presented Banking Service Proposal and Comparisons from three Institutions, Howard Bank, Columbia Bank and M & T Bank.

A motion to approve the Banking Service Award to Howard Bank was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

**-MISCELLANEOUS-**

Mayor McKnight

Mayor McKnight received a Thank You letter from Pam Johnson Head of Daughters of the American Revolution for the Proclamation of Constitution Week that was prepared by the Town of North East.

**-APPROPRIATIONS-**

A motion to approve Purchase Order 101216-001 Rolling Mills Water Treatment Plant High Service Pump Repairs in the amount of \$10,990.00 was 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 Stark, 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 Crothers-Moore, seconded by Commissioner Kline and approved by all. The meeting adjourned at 7:45 P.M.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Head Clerk