

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

September 28, 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, Michael Kline and Hilary Crothers-Moore. Also present were Police Chief Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Town Administrator Melissa B. Cook-MacKenzie and Head Clerk Stephanie Racine-Dean. Director of Finance and Administration Ken Natale, 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 September 14, 2016 meeting was made by Commissioner Stark, seconded by Commissioner Crothers-Moore, and approved by all. Commissioner Kline abstained from voting as he was not present for the September 14, 2016 meeting.

**-APPOINTMENTS-**

A motion to approve the appointment to Board of Supervisors of Elections Ulysses Grant Demond IV, 102 Mill Lane, North East. His term expires October 2, 2017 was made Commissioner Braley, seconded by Commissioner Kline and approved by all.

A motion to approve the appointment to Board of Supervisors of Elections Betty H. Lovall, 10 Wallace Avenue, North East. Her term expires October 2, 2017 was made Commissioner Braley, seconded by Commissioner Kline and approved by all.

A motion to approve the appointment to Board of Supervisors of Elections Grace Miller, 403 Merrey Street North East. Her term expires October 2, 2017 was made Commissioner Braley, seconded by Commissioner Kline and approved by all.

**-OATH OF OFFICE-**

The Oath of Office for the Board of Supervisors of Elections was taken by Ulysses G. Demond, IV, 102 Mill Lane, Betty Lovall 10 Wallace Avenue and Grace Miller, 403 Merrey Street.

The Oath of Office for the Board of Appeals Members was taken by Peggianne Hardin, 20 Mallory Way and Marian R. Martino, 148 Mahogany Drive. Absent from the Oath of Office, Maurice Tenney, 114 Howard Street.

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The Oath of Office for the Board of Appeals Members was taken by Peggianne Hardin, 20 Mallory Way and Marian R. Martino, 148 Mahogany Drive. Absent from the Oath of Office, Maurice Tenney, 114 Howard Street.

**-GUESTS-**

None.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF 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.

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

This Ordinance proposes to repeal the existing Road Code and adopt the revised version outlined in the Ordinance.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**-REPORTS-**

Mayor Robert McKnight

Mayor McKnight reported he attended the Cecil County Government Relations Committee Meeting along with Police Chief Hamilton. Discussion was the relationship with neighboring towns in Cecil County and the State Government. Mayor McKnight stated he is excited for the new County Government that is will be taking place.

Commissioner Stark

None.

Commissioner Braley

None.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the North East Chamber of Commerce Meeting Thursday, September 15, 2016 at the Port House Grill.

Commissioner Crothers-Moore reported she attended a fund raiser, Unwined Restaurant for Cecil College.

Commissioner Kline

Commissioner Kline reported he attended the Youth Panel Meeting Monday, September 22, 2016 an also will be going through the process to be on the panel. Afterwards, Police Chief Hamilton who is on the committee, gave a tour of the Police Department to Commissioner Kline.

Commissioner Kline submitted the Maintenance Report for August 2016 into the Public Record.

Superintendent of the Water Department, Ronald Carter

Mr. Carter gave the August report for both the Rolling Mill and Leslie Water Treatment Plants.

Mayor McKnight asked Mr. Carter if there are any concerns, he advised it is possible that another violation for Total Organic Carbon (TOC) in our source and treated water. This was an averaged percentage reflected from a year ago. Mr. Carter assured this problem will be evaluated and corrected by treatment changes at the water treatment plant and additional sampling will continue.

Mayor McKnight asked Mr. Carter if a meeting was scheduled with Mr. & Mrs. Canady from 11 Colonial Circle who attended the last board meeting with concerns in regards to the TOC violation letter. Mr. Carter advised the meeting is Thursday, September 29, 2016 at 10:00 a.m., in attendance, Town Administrator Melissa B. Cook-MacKenzie, a representative from MDE and Superintendent of the Water Department, Ronald Carter.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported for Director of Finance and Administration, Mr. Ken Natale. Request for Proposal 2017-08-01 for Water Utility Rate Study has been posted to the Town of North East website, soliciting proposals from qualified consultants. Closing date to accept proposals is Friday, September 30, 2016. One proposal has been received to date.

Mrs. Cook-MacKenzie reported for Director of Finance and Administration, Mr. Ken Natale. Water Bills for September 2016 quarter were mailed Friday, September 30, 2016.

Mrs. Cook-MacKenzie reported for Director of Finance and Administration, Mr. Ken Natale. There will be a meeting with Columbia Bank, Thursday September 29, 2016 to discuss bank options for the Town.

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

Mrs. Cook-MacKenzie reported she attended a meeting with local staff, Director of Planning, Betsy Vennell, Maintenance Supervisor Phil Meekins and Cecil County in regards to MS4 Permit. There will be meeting also with the State of Maryland in regards to the MS4 Permit. The Board will be keep up to date as to the impact of this regulation.

Mrs. Cook-MacKenzie reported she attended a meeting with Director of Planning, Betsy Vennell, along with the developer and attorney in regards to Elk River Manor Apartments.

Mrs. Cook-MacKenzie reported she attended a meeting with Maryland Department of Environmental and staff in regards to shore erosion, North East Community Park.

Mrs. Cook-MacKenzie reported she attended a meeting with ENERWA Chairperson. Mayor McKnight asked if they are happy with the changes in the Municipal Parking Lot. Mrs. Cook-MacKenzie stated the Chairman is very pleased with the proposed changes. He appreciates the Town's cooperation and wants the Town to be satisfied with the end products.

#### **-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.

Mayor McKnight spoke with Greg Halsey, District Engineer for State Highway Administration and also received an e-mail from County Councilman, Dan Schneckenburger in regards to the bridge on Mauldin Avenue. The bid for a new contractor, December 2016 originally it was supposed to take place in October. Once the bid is awarded, work will begin Spring 2017 and finished, Fall 2018. This will be a nine month longer project than originally discussed.

#### Water Quality – Irishtown Road Pressure Zone

Town Administrator Melissa B. Cook-MacKenzie introduced a memo from the Town's engineer, ENTECH Engineers for review at the last board meeting, September 14, 2016. Commissioner Kline was absent from the last board meeting, the memo was sent to him via e-mail. Mayor McKnight and the Commissioners had no questions in regards to the information in the memo.

**-NEW BUSINESS-**

Town Administrator

Mrs. Cook-MacKenzie presented an Agreement for Structural Evaluation Project – 509 South Main Street. By and between Cecil County, Maryland, a body corporate and politic (hereinafter the “County”), the Town of North East, Maryland (hereinafter, the “Town”), and Eric B. and Heidi M. Braley (hereinafter the “Owner”). This document will also be referred to MEMA for review.

A motion to approve the Agreement for Structural Evaluation Project – 509 South Main Street was made Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all. Commissioner Braley abstained from voting.

**MISCELLANEOUS-**

Melissa B. Cook-MacKenzie, Town Administrator confirmed with Police Chief Hamilton, North East Police Department Trick or Treat is scheduled for Monday, October 31, 2016.

**-APPROPRIATIONS-**

A motion to approve Budget Amendment 2016-005-A made by Commissioner Crothers-Moore seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order 092816-001 Nichols Excavation Inc. in the amount of \$19,272.00 for multiple service line replacements, crock and setters, frame & lid. Was made by Commissioner Braley seconded by Commissioner Kline and approved by all.

A motion to approve the invoices presented for payment was made by Commissioner Crothers-Moore, seconded by Commissioner Stark 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 7:25 P.M.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Head Clerk