

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

November 9, 2016

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 P.M. Present were Commissioners Michael Kline and Hilary Crothers-Moore. Also present were Police Chief Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Town Administrator Melissa B. Cook-MacKenzie, Director of Finance and Administration Ken Natale and Head Clerk Stephanie Racine-Dean. Commissioner Paul Stark and Commissioner Eric Braley 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 October 26, 2016 meeting with correction was made by Commissioner Crothers-Moore, seconded by Commissioner Kline, and approved by all.

-OATH OF OFFICE-

Mayor McKnight administered the Oath of Office for Mr. Maurice Tenney Jr., 114 Howard North East, Maryland, to the Board of Appeals. Mr. Tenney's five year term expires October 8, 2018.

-GUESTS-

Ms. Karen Dojan, Senior Manager and Nicole DeJarnette, Supervisor from Weyrich, Cronin & Sorra Charter – 2016 Audit Results

Ms. Karen Dojan and Ms. Nicole DeJarnette from Weyrich Cronin & Sorra came to present the Independent Auditors' Report for the year ended June 30, 2016. Ms. Dojan reported that she was very pleased that the audit was filed on time this year, and commended the Director of Finance, Ken Natale for that accomplishment.

-PUBLIC COMMENT-

None.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

-REPORTS-

Mayor Robert McKnight

Mayor McKnight reported he attended the October 31, 2016 Annual Pumpkin Contest, with Chief Hamilton and Commissioner Kline. Enjoyed walking down Main Street and seeing all the children participating with the Halloween Festivities.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Annual Halloween Party Saturday, October 29, 2016. This was held, North East Community Park.

Commissioner Crothers-Moore reported she attended the October 31, 2016 Annual Pumpkin Contest on Main Street, enjoyed walking down Main Street and seeing all the children participating with the Halloween Festivities.

Commissioner Kline

Commissioner Kline reported he attended the October 31, 2016 Annual Pumpkin Contest, with Chief Hamilton and Commissioner Kline. Enjoyed walking down Main Street and seeing all the children participating with the Halloween Festivities.

Commissioner Kline reported he attended Wildlife Habitat Council Conference in Baltimore the previous week, this was work related and personnel of interest.

Director of Finance and Administration, Ken Natale

Mr. Natale reported the board received Financial Statements through September 30, 2016. Mr. Natale stated there is no significant variance as far as the budget to actual expenditures.

Mr. Natale reported he is working with Edmunds & Associates in regards to the software conversion. They are working towards getting all information out of the Legacy System to their MCSJ Application Software.

Mr. Natale reported he has been analyzing the savings in the Water Fund and the operations in house. After adjusting for capital outlays, vacant positions and changes in depreciation the savings were \$900,500.00. Before the water operations were brought in house, the Town projected to save \$100,000.00.

Town Administrator, Melissa B. Cook-MacKenzie

None.

-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 requested for discussion in regards to the Town joining the Cecil County Chamber when Commissioner Braley and Commissioner Stark return the next Town Board Meeting Wednesday, November 23, 2016.

Mrs. Cook-MacKenzie met with Superintendent of the Water Department, Ronald Carter and Maryland Department of Transportation in regards to the I-95 Water Tank, 800 Red Toad Road. Mrs. Cook-MacKenzie stated the engineer is finalizing the paperwork and will have a response to the Board's question about the viability of the Tank. Additional information was e-mailed to the board for their review, Mrs. Cook-MacKenzie asked if there were any additional questions.

A motion to approve the Proposal to Perform a Dry Evaluation on the 150,000 Gallon Legged Elevated Tank was made by Commissioner Crothers-Moore, seconded by Commissioner Kline, and approved by all.

-NEW BUSINESS-

Director of Finance and Administration

Mr. Natale presented to the board a contract from Edmunds & Associates and requested execution. The documents have been reviewed by legal counsel and has been determined sufficient.

A motion to approve the execution of the Edmunds & Associates contract was made by Commissioner Kline, seconded by Commissioner Crothers-Moore, and approved by all.

Town Administrator

Mrs. Cook-MacKenzie presented to the board, Town of North East 2016 Christmas Bonuses. This is in alignment with the Personnel Manual and the budget. Mrs. Cook-MacKenzie advised the board no changes have been made to calculations.

A motion to approve the Town of North East 2016 Christmas Bonus was made by Commissioner Kline, seconded by Commissioner Crothers-Moore, and approved by all.

-MISCELLANEOUS-

Mayor McKnight

Mayor McKnight in discussion with the board it was decided the next Town Board Meeting will remain on the regularly scheduled Wednesday, November 23, 2016.

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Proclamation Request – First Responder’s Day

First Responder’s Day, Individuals, both Career and Volunteer, from 911 Dispatchers, Law Enforcement, Fire, Emergency Medical Services, Search and Rescue, Dive and other organizations in the Public Safety sector, stand ready as First Responders to protect and aid the public in the event of an emergency.

This Proclamation Request, Proclaimed by Mayor McKnight.

Proclamation Request – Giving Tuesday

Giving Tuesday, established as a National Day of giving on the Tuesday following Thanksgiving an opportunity to encourage citizens to serve others throughout this Holiday Season and during other times of the year.

This Proclamation Request, Proclaimed by Mayor McKnight.

Mr. Ken Natale

Mr. Natale had a request from the Cecil County Chamber, this is in conjunction with the Proclamation, First Responder’s Day a donation for the amount of \$250.00 towards the Appreciation Dinner.

A motion to approve the Donation to the First Responder’s was made by Commissioner Kline, seconded by Commissioner Crothers-Moore, and approved by all.

Police Chief Hamilton

Police Chief Hamilton gave a reminder, Mayor McKnight in regards to the First Responders Appreciation Dinner. This will be held November 10, 2016 Upper Chesapeake Ballroom, North East, Maryland.

Police Chief Hamilton reported his department received a grant for Tobacco Prevention in the amount of \$300.00. He expressed the importance of the Tobacco Prevention programs and the grants his department receives from the state of Maryland.

-APPROPRIATIONS-

A motion to approve Purchase Order 110916-001 Nichols Excavation Inc. in the amount of \$25,814.50 for replace of service lines, crock and setters, cold patch and paving repairs from leaks was made by Commissioner, seconded by Commissioner and approved by all.

A motion to approve Purchase Order 110916-002 Weyrich, Cronin & Sorra in the amount of \$13,050.00 for the Final FY16 Audit was made by Commissioner Crothers-Moore, 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 Kline and approved by all.

-BUSINESS FROM THE FLOOR-

-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 7:36 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Head Clerk