

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

**October 26, 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 Eric Braley 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.

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

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of October 12, 2016 meeting was made by Commissioner Stark, seconded by Commissioner Crothers-Moore, and approved by all. Commissioner Braley abstained from voting as he was not present for the October 12, 2016 meeting.

**-GUESTS-**

Ms. Jennifer Padgett, Cecil County Health Department, Tobacco Compliance

Ms. Jennifer Padgett gave a presentation on Tobacco Prevention efforts in Cecil Count and update the board how important the tobacco enforcement is to the communities and the schools throughout the county.

Chief Darrell Hamilton expressed the importance of the Tobacco Prevention programs and the grants his department receives from the state of Maryland.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANANCES-**

Resolution No. 2016-01-01 re: Amending the existing 401A Deferred Compensation Matching Plan (the Plan Document).

The resolution amends the Town's plan document to contain provisions that are required by the Internal Revenue (IRS) and the Department of Labor (DOL).

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

**-REPORTS-**

Mayor Robert McKnight

Mayor McKnight reported he attended County Executive, Tara Moore and County Council, President, Robert Hodge Appreciation Dinner on Thursday, October 20, 2016.

Commissioner Stark

Commissioner Stark reported he attended one of Perdue's existing poultry farms in Cecilton, Maryland on Wednesday, October 19, 2016.

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

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline reported he attended Youth Panel Wednesday, October 19, 2016 at the North East Town Hall.

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

Commissioner Kline reported he attended one of Perdue's existing poultry farms in Cecilton, Maryland on Wednesday, October 19, 2016.

Commissioner Kline entered into the record the September 2016 Maintenance Department Monthly Report.

Superintendent of the Water Department, Ronald Carter

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

Mr. Carter reported he attended one of Perdue's existing poultry farms in Cecilton, Maryland on Wednesday, October 19, 2016 with the Town Administrator and the Commissioners.

Director of Finance and Administration, Ken Natale

Mr. Natale reported he is currently moving forward with Howard Bank to move the Town's banking services from PNC Bank. Mr. Natale is working on the best method to collateralize all deposits before moving any funds.

Mr. Natale reported the Fiscal Year 2016 audit is completed, Ms. Karen Dojan, Weyrich, Cronin & Sorra will give a presentation on the findings to the board on Wednesday, November 9, 2016.

Mr. Natale reported he is gathering all data for the consultant, Willdan Financial Services to proceed with the Utility Water Rate Study, this process will be started very soon.

Mr. Natale reported he will be attending the Annual Local Government Insurance Trust Meeting on Thursday, October 27, 2016 in Annapolis.

Mr. Natale reported he has no objections in joining the Cecil County Chamber, the benefits for the Town cannot be determined at this time but it should be noted the Chamber is willing to start a local government group which could be beneficial. The cost of joining could be covered in this year's budget.

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie reported she attended a meeting with Entech the town's engineer, Steve Riley on the Water Distribution and also gathering information on the Rate Study for long term capitol.

Mrs. Cook-MacKenzie reported she attended one of Perdue's existing poultry farms in Cecilton, Maryland on Wednesday, October 19, 2016. Mrs. Cook-MacKenzie stated there are differences between the two farms, the tour was helpful and she sits down with the County and MDE to look at the proposed farm, 80 England Creamery Road. Since the tour she sent information to the opposition group with concerns of the facility and has been constructed as they understand without a permit. On Friday, October 21, 2016 there was a conversation with the opposition group's Attorney, David Beste in regards to this concern. Mrs. Cook-MacKenzie states she will follow up with Mr. Beste in regards to this matter, MDE has not granted any approval for the nutrient plan but yet construction is occurring. Mrs. Cook-MacKenzie stated there will be a meeting with the County and MDE the first part of December.

**-UNFINISHED BUSINESS-**

Mayor McKnight speak with Director of the Cecil County Public Library, Morgan Miller during the County Executive, Tari Moore and County Council, President, Robert Hodge Appreciation Dinner on Thursday, October 20, 2016. Ms. Miller requested a meeting with the Town Administrator to get a planning strategy in place for the new library. Mrs. Cook-Mackenzie stated she has been in contact with Ms. Miller and would like to discuss the various grants that are involved and also their plans and goals of the construction stand point.

Mayor McKnight requested discussion from the board about the Town joining the Cecil County Chamber. Commissioner Crothers-Moore stated at that moment there was no justification to spend the tax payer's money to join. A motion was made to join the Chamber by Commissioner Kline, there being no second, the motion died.

Town Administrator Melissa B. Cook-MacKenzie met with Director of Planning, Betsey Vennell and the town's attorney, David Beste Friday, October 21, 2016 about the Ridgely Forest and the Chesapeake Club. Mrs. Cook-MacKenzie read a letter to the board that was sent from the attorney representing the Town in this matter, Mr. Beste, to the FIA Bonding Company. Mrs. Cook-MacKenzie reported the proposed work that the Bond Company offered to do does not come close to what needs to be done in both locations. Mrs. Cook-Mackenzie assured stated the town will continue to work to secure the full amount of the bond.

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. 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 and will be discussed at the next board meeting, Wednesday November 9, 2016

**-NEW BUSINESS-**

Mayor McKnight

Mayor McKnight stated there was a request by the Town of North East staff in regards to maternity and paternity leave. After research, the Mayor agrees the Town should offer something but not paid leave. Mayor McKnight recommended the Town adopt a modification of the Federal Family Medical Leave Act which the Town is exempt from because of the number of employees the Town has. The policy would allow up to twelve weeks of unpaid leave to run concurrent to an employee's earned sick, vacation, and personal leave. If an employee runs out of paid leave they could take unpaid leave for the remainder of the 12 weeks and return to their job with the Town. The Board agreed by consensus and directed Mrs. Cook-MacKenzie to draft a policy to be retroactive to October 26, 2016.

Director of Finance and Administration

Mr. Natale presented to the board the contract agreement for signature from Willdan Financial Services for the Water Utility Rate Study. It's been reviewed by the town's attorney and found it to sufficient.

A motion to approve the Mayor to sign the contract from Willdan Financial Services was made by Commissioner Kline, seconded by Commissioner Crothers-Moore, and approved by all.

Mr. Natale reported he and the staff met with several software vendors to see demonstrations of their software. Mr. Natale stated it is in the best interest of the Town to award the bid software as soon as possible due to the lack of support from the present vendor. Waiting until Fiscal Year 2017 would increase the cost of the project by \$10,000.00 and the town would have to pay the current vendor a full year of licensing.

A motion to approve the Software Bid to Edmunds & Associate's was made by Commissioner Braley, seconded by Commissioner Stark, and approved by all.

Town Administrator

Mrs. Cook-MacKenzie presented a Water Allocation Request, Gemcraft Homes Inc., location of property, 152 Razor Strap Road Lot 2 usage 250 gallons per day for a single family dwelling.

A motion to approve the Water Allocation 152 Razor Strap Road Lot 2 was made by Commissioner Kline, seconded by Commissioner Braley, and approved by all.

Mrs. Cook-MacKenzie reported the Maintenance Department has a job opening, Maintenance II position. Closing date is 4:00 p.m. on November 16, 2016.

Mrs. Cook-MacKenzie is requesting from the board a substitute part-time Crossing Guard position. There have been several people with concerns about the corner of Thomas and Mauldin not being covered at all times. This would allow for a third person on call to cover when someone is out and would not result in additional costs to the Town.

A motion to approve the Substitute Crossing Guard Position was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

**-MISCELLANEOUS-**

Commissioner Crothers-Moore

Commissioner Crothers-Moore stated the Town's Halloween Party will be on Saturday, October 29, 2016 at the North East Community Park starting at 1:00 p.m. for ages eleven and under.

Commissioner Braley

Commissioner Braley stated construction will begin next month, November to raise his residence eight feet off the ground out of the Flood Plan. Cecil County and The Town of North East have been involved with this project. Permits were received today Wednesday, October 26, 2016 and all are progressing.

Police Chief Darrell Hamilton

Police Chief Darrell Hamilton attended an awards ceremony with Corporal Stephan Yates during the MML Fall Convention in Ocean City Maryland. Cpl Yates received an award for DWI Enforcement in Cecil County. Cpl Yates was commended on his Outstanding Service and Dedication.

**-APPROPRIATIONS-**

A motion to approve Purchase Order 102616-001 Weyrich Cronin & Sorra in the amount of \$7,500.00 for Audit Progress was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order 102616-002 Entech Engineering in the amount of \$6,300.82 for Engineering, Meter Replacement Close Cost and 106 South Main Street Building Evaluation was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Purchase Order 102616-003 Nichols Excavation Inc. in the amount of \$10,921.00 for main repair, service line replacement and to replace a crock was made by Commissioner Braley, 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-**

Ms. Robin Crothers, 778 Warburton Road Elkton, Maryland wanted to express her concerns in regards to the citation her father, John Crothers Sr. of 4 Cherry Street, received. Ms. Crothers is upset with the register letters from the Planning and Zoning Department.

**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Kline, seconded by Commissioner Braley and approved by all. The meeting adjourned at 8:05 P.M.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Head Clerk