

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

January 11, 2017

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 P.M. Present were Commissioners Michael Kline, 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.

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

-APPROVAL OF MINUTES-

A motion to approve the minutes of December 28, 2016 was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

-GUESTS-

None.

-PUBLIC COMMENT-

None.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

None.

-REPORTS-

Mayor Robert McKnight

None.

Commissioner Braley

None.

Commissioner Crothers-Moore

None.

Commissioner Stark

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

Commissioner Kline

None.

Director of Finance and Administration, Ken Natale

Mr. Natale presented to the board for review, Town of North East General Fund Budget to Actual Report and Enterprise Fund Budget to Actual for the month of November 2016.

Mr. Natale reported a complete review and inventory of the Finance and Risk Management records in storage at both the Jackson House and Rolling Mill Water Treatment Plant is completed.

Mr. Natale reported there was a meeting with the consultant from Willdan Financial Services in regards to the Rate Study. Additional information is being gathered by the Superintendent of the Water Department, Ronald Carter and the Town's Engineer about the capital improvement plan. Mr. Natale stated there will be a work session with the Mayor and Commissioners for them to see possible scenarios once everything has been put into the.

Mr. Natale reported bids for Snow Removal Contractors and Carpet Replacement for North East Town Hall will be due Friday, January 13, 2017 by 1:00 p.m.

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie reported there has been a scheduling order for C T Ridgley Forest Business Trust, Wednesday September 27, 2017.

Mrs. Cook-MacKenzie reported the Maintenance Department job opening, Maintenance II position will be interviewing a candidate, Thursday January 12, 2017.

-UNFINISHED BUSINESS-

Town Administrator

Deed of Conveyance for SRP Group (Tim's Plastics)

Mrs. Cook-MacKenzie stated the concerns raised about the Deed of Conveyance for SRP Group, at the last town board meeting on December 28, 2016 have been addressed with Superintendent of the Water Department and Mr. Carter and recommends approval as presented.

A motion to approve the Deed of Conveyance for SRP Group (Tim's Plastics) was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

Vendors North East Community Park

Mayor McKnight requested an update on the policy for vendors at the North East Community Park in the spring 2017. Mrs. Cook-MacKenzie reviewed the document with the Director of Planning and will have the draft policy to the board for review, Wednesday January 25, 2017 and then will go out for bid once approved.

-NEW BUSINESS-

Maryland Municipal Dinner

Commissioner Kline reported in July 2017 the Town of North East is scheduled to host the Maryland Municipal League Quarterly Dinner. Mr. Kline suggested a committee be put together to organize this event. **Commissioner Kline and Commissioner Braley agreed to be on the committee.**

Approval of Destruction of Records

Mr. Natale is asking board approval for destruction of the listed records which are currently stored in 146 boxes and no longer have any operational or historical value.

A motion to approve the Destruction of Records was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

Board of Supervisors of Elections – Proposed Regulation Amendments

Mrs. Cook-MacKenzie reported the Board of Supervisors of Elections would like to finalize an extensive amendment to the Code of Ordinance and or Charter in regards to the Election Procedures and Regulations. Mrs. Cook-MacKenzie would like the Mayor and Commissioners' thoughts about an amendment that if there is an uncontested election that the election would be canceled and the individuals on the ballot would be automatically appointed.

After discussion it was determined such an amendment would not be supported by the Mayor and Commissioners.

Maryland State Highway Administration - Lights over the Amtrak Bridge

Town Administrator Melissa B. Cook-MacKenzie presented a draft of Memorandum of Understanding as part of the Improvements, State Highway Administration has agreed to continue the pedestrian lighting across the bridge to match the existing lighting along Maryland 272. Mrs. Cook-MacKenzie requested a copy of plans from State Highway before any approval from the board. The MOU requires a 10% match from the Town.

-MISCELLANEOUS-

Phillip Meekins, Supervisor of the Maintenance Department reported he spoke with Michael Morgan about the Christmas tree at the North East Community Park after the last meeting when the board directed him to gather information about replacing the tree. According to Mr. Morgan the existing tree needs to be removed and replaced. A replacement tree could cost upwards of \$3,000. Mr. Meekins will provide the Board with different options and costs at the next meeting.

Mrs. Cook-MacKenzie reported this year Flag Day will be held on Wednesday, June 14, 2017, this would fall on a board meeting. Ms. Cook-McKenzie would like to confirm with the board to change the time to meet from 7:00 p.m. to 7:30 p.m. After discussion the board concurred and agreed to move the meeting time that day.

Mrs. Cook-MacKenzie and Mr. Phillip Meekins would like to set a Workshop for the Street and Sign Project. After discussion the board set the workshop date as Wednesday, February 22, 2017 at 5:30 p.m.

Town Administrator Melissa B. Cook-MacKenzie, reminder Appreciation Dinner Saturday, January 14, 2017 5:00 p.m.

-APPROPRIATIONS-

A motion to approve Purchase Order 011117-001 Edmunds in the amount of \$28,175.00 for APP & Conversation/OT SVS and Retainage was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

A motion to approve Purchase Order 011117-002 East Coast Emergency Lighting INC. in the amount of \$11,616.84 for Lights on (2) New Patrol Cars was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order 011117-003 Nichols Excavation INC. in the amount of \$18,701.00 for Main Repairs on Mahogany Drive, Stock Material and Flying J Meter Pit was made by Commissioner Stark, seconded by Commissioner Kline and approved by all.

A motion to approve Purchase Order 011117-004 D & D Electrical Services LLC in the amount of \$6,245.75 for Running of Electric and Repair Exhaust Louvers in Ceiling – RM WTP was made by Commissioner Crothers-Moore, seconded by Commissioner Braley and approved by all.

A motion to approve the invoices presented for payment was made by Commissioner Braley, 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 Stark, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:25 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Head Clerk