

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

January 25, 2017

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 P.M. Present were Commissioners Michael Kline, Eric Braley and Hilary Crothers-Moore. Also present were Police Chief Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Kendrick Natale, Town Administrator Melissa B. Cook-MacKenzie and Head Clerk Stephanie Racine-Dean. Commissioner Stark 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 January 11, 2017 was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

-GUESTS-

None.

-PUBLIC COMMENT-

None.

-APPOINTMENTS-

A motion to appoint Gabrielle Oldham of 100 Mill Lane as Chairperson for the Board of Appeals was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to appoint Mr. Raymond N. Mitchell of 711 South Maryland Ave to the Board of Appeals for a term expiring October 8, 2018 was made Commissioner Braley, seconded by Commissioner Kline and approved by all.

-OATH OF OFFICE-

Mayor McKnight administered the Oath of Office to Raymond N. Mitchell of 711 South Maryland Ave after he was appointed to the Board of Appeals.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANANCES-

None.

-REPORTS-

Mayor Robert McKnight

Mayor McKnight reported he attended the 2017 North East Feeder School System Meeting with Chief of Police Darrell Hamilton on Tuesday, January 24, 2017 at the North East Elementary School.

Mayor McKnight reported he attended the Town's Appreciation Dinner on Saturday, January 14, 2017.

Commissioner Braley

Commissioner Braley reported he attended the Town's Appreciation Dinner on Saturday, January 14, 2017.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the North East Chamber of Commerce Meeting on Thursday January 19, 2017 Sandy Cove Ministries Conference Center.

Commissioner Kline

Commissioner Kline reported he attended the Town's Appreciation Dinner on Saturday, January 14, 2017.

Commissioner Kline reported he attended Cecil Night in Annapolis on Thursday, January 12, 2017, at the Governor Calvert House.

Director of Finance and Administration, Ken Natale

Mr. Natale reported on the Request for Proposals for Residential Refuse and Recyclables Collection was issued and bids are due at noon on February 28, 2017.

Mr. Natale reported Howard Bank is still working on the collateralization of the new accounts. Early February is the target date to move all bank accounts over to their financial institution.

Mr. Natale reported the conversation process for the new financial accounting, payroll and water billing software is progressing and he has an implementation schedule set for the spring..

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie wanted to thank the board, behalf of the employees and volunteers for the Appreciation Dinner Saturday, January 14, 2017.

Mrs. Cook-MacKenzie reported she attended a conference call Tuesday, January 24, 2017 with the Town's attorney about the Ridgely Forest bond. The Honorable Judge Baines signed a scheduling order for dispute resolution to be held on or before August 11, 2017. Mrs. Cook-MacKenzie stated there will be an attempt to resolve these issues outside the court system before September. There is a conference call scheduled for Monday, January 30, 2017 with the Town's attorney and the engineer to discuss and determine the immediate work that needs to be done and what level of detail the owners are willing to do.

Mrs. Cook-MacKenzie is working with the Town's Engineer in order to complete an application for State grants and/or revolving loan funds for upgrades needed to the Town's water system that is due Tuesday, January 31, 2017.

Mrs. Cook-MacKenzie met with Entech Engineering on Tuesday, January 24, 2017 about the Jackson House renovations. A proposal will be given to the Board for Entech's services as well as the scope of work needed for the project. After the Board approves the scope of work the project will be sent out to bid.

Ms. Cook-MacKenzie reported she received the inspection reports for the Bayview Water Tank and the Red Toad Water Tank. The report she was given is sixty pages long and will be available for the board to review.

Mrs. Cook-MacKenzie reported the Maintenance II position has been filled and the new hire will start on Monday, February 13, 2017.

Mrs. Cook-MacKenzie reported a Substitute Crossing Guard has been appointed.

Water Plant Superintendent, Ronald Carter

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

Mr. Carter reported he observed the inspection of the Irishtown Road Tower and the Bayview Tower. Mr. Carter stated the Irishtown tank is in good condition but the Bayview Tower needs to be repaired sooner than later. The problem with the Bayview Tower is that vertical rust has been found which if left too long can drastically increase the repair costs for the Tower. Mr. Carter reported both tanks will still be serviced in order to be cleaned.

Hugh Detrick, 96 Van Weaver Drive North East, Maryland asked about the source of the Town's water supply Mr. Carter stated the water supply to Mr. Detrick's community comes from the North East Creek and is treated at the Leslie Plant.

-UNFINISHED BUSINESS-

Mayor McKnight

Mayor McKnight advised he did meet with the Library Director, Morgan Miller. Ms. Miller provided information in the form of a publication “Project Brief, A New North East Branch Library” which was distributed to the Board which contains the proposed size, cost, and construction timeline for the new library.

Town Administrator

Vendors North East Community Park Vendor Policies and Bidding Package

Mrs. Cook-MacKenzie provided the Board with a draft policy and bid package to allow vendors at the North East Community Park in the spring 2017. After discussion, the Board asked to amend the documents to say leases will run for one year from the date of signing the lease.

A motion to approve the policy and bid package as amended was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

-NEW BUSINESS-

Director of Finance and Administration

Mr. Natale presented to the board the bid tabulation for the Town Hall Carpet Bid . The bid was based on 26 oz. Shaw Change in Attitude in both broadloom and carpet tiles. The product is a solution dyed nylon that should stand up in heavy traffic. Elkton Carpet and Tile was the low bidder.

A motion to approve the Town Hall Carpet Bid, Elkton Tile and Carpet was made by Commissioner Braley, seconded by Commissioner Crothers-Moore and approved by all.

Mr. Natale presented to the board the bid tabulation for the 2017 Snow Removal Bid. There was only one bidder, Edward P. Howell, LLC.

A motion to approve the Snow Removal Bid from Edward P. Howell was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

Mr. Natale is requested to have a Water Rate Study Workshop prior to the Board Meeting on Wednesday March 8, 2017 at 5:30 PM. The Workshop will be held by the Consultant, Mr. Robert Ryall from Willdan. The Board agreed to the meeting and the Mayor encouraged all of the Commissioners to attend.

Town Administrator

The Board canceled the scheduled February 22 work session to discuss the street sign project and agreed to reschedule it for March 22 at 5:30 PM.

Mrs. Melissa B. Cook-MacKenzie reported she is in the process and evaluating the best possible way of disposing of the SUV and the car which are assigned to the North East Town Hall. Both vehicles are experiencing problems that could possibly strand the staff. Mrs. Cook MacKenzie stated with the help of Maintenance Supervisor, Phillip Meekins she is looking into State Bid vehicles that could be purchased to replace them.

-MISCELLANEOUS-

Town Administrator Melissa B. Cook-MacKenzie gave a reminder, General Election for the Town of North East is Monday, February 13, 2017 in the Town Hall Meeting Room located at 106 South Main. Street 7 AM – 7 PM.

-APPROPRIATIONS-

A motion to approve Budget Amendment 2017-001 Budget FY 2016-2017 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 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 Crothers-Moore, seconded by Commissioner Braley and approved by all. The meeting adjourned at 7:44 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Head Clerk