

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

October 25, 2017

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

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

-OATH OF OFFICE-

Mayor McKnight administered the Oath of office to Ulysses Grant Demond IV as a Member of the Board of Supervisors of Elections on October 13, 2017. His term will expire October 2018.

-APPROVAL OF MINUTES-

A motion to approve the minutes for the September 27, 2017 meeting was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the minutes for the October 11, 2017 meeting was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and Mayor McKnight. Commissioners Braley and Commissioner Kline abstained from voting as they were not present at the October 11, 2017 meeting.

-GUESTS-

None.

-PUBLIC COMMENT-

None.

-APPOINTMENTS-

None.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

None.

REPORTS-

Mayor McKnight

Mayor McKnight reported he attended a Mayor's Association meeting on Friday, October 13, 2017 with the County Officials and Administration.

Mayor McKnight reported he attended a County Transportation Plan meeting on Friday, October 13, 2017.

Mayor McKnight reported he attended two meetings with Artesian about the potential to sell water to Artesian.

Commissioner Stark

Commissioner Stark reported he will be absent from the Wednesday November 8, 2017 meeting.

Commissioner Crothers-Moore

Commissioner Crothers reported she attended a North East Chamber of Commerce Meeting Thursday, October 19, 2017.

Commissioner Braley

None.

Commissioner Kline

Commissioner Kline entered into the record the September 2017 Maintenance Department Monthly Report.

Commissioner Kline reported he attended a Neighborhood Youth Panel meeting on Monday, October 9, 2017.

Commissioner Kline reported he will be absent from the towns board meeting, Wednesday November 8, 2017 meeting to attend a conference.

Director of Finance and Administration

Mr. Natale reported the financial audit for fiscal year 2017 is complete. The auditors are scheduled to be at the next town board meeting, Wednesday, November 8, 2017.

Mr. Natale reported he will be attending the Local Government Insurance Trust's Annual Business meeting on Thursday October 26, 2017.

Water Plant Superintendent, Ronald Carter

Mr. Carter gave the September 2017 report for both the Rolling Mill and Leslie Water Treatment Plants.

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 the town's attorney David Beste, Esquire Monday, October 24, 2017 about Ridgley Forest.

Mrs. Cook-MacKenzie reported she attended a Mayor's Association meeting Friday, October 13, 2017 with the County Officials and Administration.

Mrs. Cook-MacKenzie reported she attended a Cecil County Delegation meeting Friday, October 13, 2017. Mrs. Cook-MacKenzie reported she and Mayor Eberhardt of Perryville testified they would like the state to provide financial assistance with the MS4 Permit.

Mrs. Cook-MacKenzie reported she attended a meeting with the Maryland State Highway Administration about the Safe Routes to School Project.

Mrs. Cook-MacKenzie reported she attended a meeting Thursday, October 19, 2017 with the Chamber Commerce Board of Directors.

Mrs. Cook-MacKenzie reported she attended a meeting with Venable LLC., about the proposed Artesian Agreement.

Mrs. Cook-MacKenzie reported she attended a meeting with Sandy Turner from the Cecil County Tourism Office about the Cecil County Christmas Parade.

Mrs. Cook-MacKenzie reported she attended a progress meeting with Freeze Plumbing about the relocation of the fifty nine meters in Timberbrook and also the relocation meters on Yorktown Court.

Mrs. Cook-MacKenzie reported she attended a Chamber of Commerce Business Person of the Year Committee meeting.

Mrs. Cook-MacKenzie reported she attended a meeting Tuesday, October 24, 2017 with the potential new owners of Ridgley Forest.

Mrs. Cook-MacKenzie reported she attended a meeting Tuesday, October 24, 2017 with Mayor McKnight and representatives of Artesian.

Mrs. Cook-MacKenzie reported she will attend a progress meeting with State Highway Wednesday, October 25, 2017 about the Amtrak Bridge, Route 272. It was reported the bridge is on schedule at this time and the crew has been physically working underneath the bridge for the past several months.

-UNFINISHED BUSINESS-

Artesian Agreement

Mayor McKnight presented to the Board a copy of a proposed interconnection agreement with Artesian Water. The connection would be located on Red Toad Road and would supply between 30,000 & 90,000 gallons per day to Artesian.

Established Date for the North East Community Park Shore Erosion Workshop

Mrs. Cook-MacKenzie requested a date from the board for a Workshop about the North East Community Park Shore Erosion Project. The board agreed to have the Workshop prior of the board meeting on Wednesday, November 23, 2017 at 5:00 p.m.

North East Community Park Project

Mrs. Cook-MacKenzie requested a date from the Board for a Workshop about the North East Community Park Project. The Board agreed to have the Workshop prior of the Board meeting on Wednesday, November 23, 2017 at 5:00 p.m.

-NEW BUSINESS-

Shop with a Cop Cecil County, INC.

Mayor McKnight requested for the Board's approval to pay \$600.00 towards the cost of the rental of the North East Fire Hall on December 9, 2017 for the event.

A motion to approve the rental fee of \$600.00 for Shop with a Cop was made by Commissioner Braley, seconded by Commissioner Kline and approved by all. Commissioner Crothers-Moore abstained from voting, due to several of her businesses being involved with this program.

Second Annual Cecil County First Responders Appreciation Dinner

Mayor McKnight is requested for the Board's approval to sponsor the event at a cost of \$250.00.

A motion to approve the \$250.00 sponsorship was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

Authorization to Destroy Records in Accordance with Records Retention & Disposal Schedule

Mr. Natale presented to the Board an Inventory of Records to be Destroyed. The itemized report gives the year, retention item, contents description and location of the files which are scheduled to be destroyed.

A motion to approve the Authorization to Destroy Records in Accordance with Records Retention & Disposal Schedule was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

Town of North East Christmas Bonus

Mrs. Cook-MacKenzie presented to the Board a request to approve the Annual Christmas Bonus in accordance with the Personnel Manual and Budget.

A motion to approve the Christmas Bonus was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

-MISCELLANEOUS-

Police Chief Darrell Hamilton, confirmed Trick or Treat is scheduled for Tuesday, October 31, 2017 between the hours of 6:00-8:00 pm.

Police Chief Hamilton informed the Board on Saturday, October 28, 2017 it will be the National Drug Take Back Day. The North East Police Department at both its headquarters, located at 104 West Cecil Avenue and the North East Walgreens Pharmacy, located at 2556 Pulaski Highway will be accepting prescription drugs for disposal.

Mr. Phillip Meekins presented to the Board pictures of white spruces that he would like to plant in the North East Community Park. Mrs. Cook-MacKenzie asked for pricing of each spruce with the height listed for the board to review. Mr. Meekins informed the Board the pictures that were presented are 12 foot tall and the cost of each would be \$300.00.

A motion to approve the purchase of Spruce in the North East Community Park for \$300.00 was made by Commissioner Braley, second by Commissioner Stark and approved by all.

Fire Chief Michael Penhollow from the North East Fire Company wanted to thank the Board for the continuous support.

-APPROPRIATIONS-

A motion to approve Requisition R8-458 to Edmunds & Associates, INC. in the amount of \$10,539.75 for Software and Hardware Maintenance was made by Commissioner Kline, second by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R8-467 to Weyrich Cronin & Sorra in the amount of \$10,000.00 for Fiscal Year 2017 Audit Process was made by Commissioner Braley, second by Commissioner Stark and approved by all.

A motion to approve Requisition R8-473 to Lecco Pipe Line Construction in the amount of \$5,800.00 for Relocate 107 Victoria Court Service Lines was made by Commissioner Kline, second by Commissioner Braley and approved by all.

A motion to approve Requisition R8-506 to in the amount of \$8,557.12 for Installation of Thirteen New Electric Drops was made by Commissioner Stark, second by Commissioner Kline and approved by all.

A motion to approve the invoices presented for payment was made by Commissioner Braley, 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 Crothers-Moore, seconded by Commissioner Stark and approved by all. The meeting adjourned at 7:40 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Town Clerk

