

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

April 22, 2015

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 PM. Present were Commissioners Kena Koch, Paul Stark, Hilary Crothers-Moore and Eric Braley. Also present were Director of Finance and Administration Ken Natale, Town Administrator Melissa B. Cook-Mac Kenzie and Head Clerk Stephanie Racine-Dean. Police Chief Darrell Hamilton and Maintenance Supervisor Phillip Meekins were absent from the meeting due to prior commitments.

The Pledge of Allegiance was recited.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of April 8, 2015 was made by Commissioner Braley, seconded by Commissioner Stark. The minutes were approved by all.

**-GUESTS-**

None.

**-PUBLIC COMMENT-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**-REPORTS-**

**Ron Carter, Facilities Manager Severn Trent Services:**

Mr. Carter gave the monthly water report for the month of March 2015. For the Rolling Mills Water Plant which produced a total of 12,935,400 gallons, this equates to 417,271 gallons per day. The average raw water turbidity has been 18.52 NTU. The maximum daily finished water turbidity has averaged .13 NTU, with low and high values of .05 NTU and .24 NTU, respectively. The finished water turbidity has been equal to or less than .30 NTU 100 percent of the time.

The average finished water chlorine residual has been 1.64 mg/L, while the low and high values of finished water chlorine residual have been .90 mg/L and 2.25 mg/L, respectively.

Mr. Carter gave the monthly water report for the month of March 2015. This report was for the Leslie Water Plant which produced a total of 7,205,400 gallons, this equates to 232,432 gallons per day. The average raw water turbidity has been 12.16 NTU. The maximum daily finished water turbidity has averaged .10 NTU with low and high values of .07 NTU and .15 NTU, respectively. The finished water turbidity has been equal or less than .30 NTU, 100 percent of the time.

The average finished water chlorine residual has been 1.54 mg/L, while the low and high values of finished water chlorine residual have been .63 mg/L and 2.10 mg/L, respectively.

Mayor Robert McKnight

Mayor McKnight reported he toured the State Highway Administration Route 272 bridge construction work on April 18, 2015. The State Highway Administration advised the bridge will re-open May 1, 2015 with two lanes one lane each way. Mayor McKnight also reported he attended the Maryland Municipal League on April 16, 2015 in the Town of Port Deposit.

Commissioner Kena L. Koch

None.

Commissioner Paul Stark

Commissioner Stark reported that he toured the State Highway Administration Route 272 bridge construction work with Mayor McKnight on April 18, 2015.

Commissioner Hilary Crothers-Moore

Commissioner Crothers-Moore reported that she toured the State Highway Administration Route 272 bridge construction work with Mayor McKnight on April 18, 2015. Commissioner Crothers-Moore also reported she attended the North East Chamber of Commerce meeting at the Port Side Grill Restaurant last week.

Commissioner Eric Braley

None.

Director of Finance and Administration, Ken Natale

Mr. Natale reported that the Fiscal Year 2016 Budget progressing.

Town Administrator

The Town Administrator attended the following meetings:

1. April 13, 2015 North East Chamber Meeting
2. April 14, 2015 Mayor McKnight and Director of Finance and Administration
3. April 14, 2015 Department Head Meeting
4. April 14, 2015 C N A and Severn Trent
5. April 14, 2015 Market Bass Tour
6. April 14, 2015 Residence of Timberbrook – Progress Meeting Road and Sidewalk
7. April 15, 2015 Vanguard Progress Meeting
8. April 18, 2015 Tour of progress of emergency construction re: MD Route 272 Bridge over AMTRAK
9. April 22, 2015 Vanguard Progress Meeting
10. April 22, 2015 Department Head Meeting
11. April 22, 2015 Town Board Meeting

Mrs. Cook-Mac Kenzie advised there are still one hundred and thirty meters to be installed and twenty five percent of lids to be drilled. When the contractor, Vanguard got on site there were several problem areas such as meter sizes and or the count codes. Mrs. Cook-Mac Kenzie also reported that all software at the North East Town Hall is a one hundred percent complete and functioning along with the Bay Station.

Mrs. Cook Mackenzie reported that the street and sidewalk project is going well. The staff did have a meeting with the residence of Timberbrook. The contractors are working in that area on the sidewalk project and also work has been done in Duck Harbour and Harvey Street.

Stewart and Tate, they are the contractors that are doing the water replacement work on Roney and Church Street. This project is going very well and they will be making a tie in on Roney Avenue and they will be going back and forth to Church Street to make the tie in to the homes.

The storm drain project is almost complete in the exception of waiting for Cecil County to respond to see if they would like to participate in any of the work that the town believes should be done. This includes Irishtown Road and Duck Harbour Drive.

**-MISCELLANEOUS-**

None.

**-UNFINISHED BUSINESS-**

None

**-NEW BUSINESS-**

Severn Trent Environmental Services Agreement Renewal

Mrs. Cook-Mac Kenzie advised the Board the staff has evaluated the contract in regards to extending the service with Severn Trent Environmental Services. The Town Administrator along with The Director of Finance and Administration has determined that the Town of North East can give the same level of service for a lesser dollar amount. The Town Administrator did also advise there will be no penalty if the Town of North East does not renew. The lease agreement will expire on July 1, 2015 at 12:01 am.

Commissioner Braley made a motion to approve the termination of the Severn Trent contract and the lease agreement for a vehicle utilized by the contractor. Commissioner Koch seconded the motion and the motion was approved by all.

Proclamation – North East Tourism Month

Mrs. Cook-Mac Kenzie read the Proclamation declaring May Tourism Month in North East.

Commissioner Stark made a motion to approve seconded by Commissioner Crothers-Moore.

**-MISCELLANEOUS-**

Mrs. Cook-Mac Kenzie advised that the Town of North East will be participating in Help the Homeless Campaign. There is a container located in the front lobby for collection. This is for Girl Scout Troop #001 and they are in the process of earning their Bronze Award. This is the highest award for a Junior Girl Scout to earn and to assist the Parrish Foundation which is a local organization. Mrs. Cook-Mac Kenzie also advised the board, she secured a training grant to attend the Maryland Municipal League Convention. This will include room, board and food.

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Kenzie also advised the board, she secured a training grant to attend the Maryland Municipal League Convention. This will include room, board and also food.

**-APPROPRIATIONS-**

A motion to approve Purchase Order No. 11119 to Stewart & Tate Inc., in the amount of \$117,844.88 for the first progress payment, for the Water Improvements at Church Street and Roney Avenue motion to approve made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the invoices presented for payment was made by Commissioner Crothers-Moore, 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 7:30 P.M.

Attest:

Respectfully submitted,

  
Robert F. McKnight, Mayor

  
Stephanie Racine-Dean, Head Clerk