

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

May 13, 2015

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

The Pledge of Allegiance was recited.

**-PUBLIC HEARING-**

**Fiscal Year 2015-2016 General Fund Budget and Water Fund Budget**

The Public Hearing for the Fiscal Year 2014-215 General Fund Budget and Water Fund Budget was called to order by Mayor McKnight opened the public hearing at 7:03 p.m.

Mayor McKnight welcomed the public, the purpose of the hearing and reviewed highlights of the projected revenues and expenditures of the General Fund and Water Fund Budgets before calling upon those members of the public present wishing to speak. Mayor McKnight closed the public hearing closed at 7:29 p.m.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of April 22, 2015 was made by Commissioner Koch, seconded by Commissioner Stark. The minutes were approved by all.

**-GUESTS-**

Charles Pertain, 280 Racine School Road, Elkton. Mr. Pertain is the owner/proprietor of the Laundromat located in Town. Mr. Pertain spoke against the proposed water rate increase for 2015-2016 fiscal year. Mr. Pertain is grateful in regards to the other additional cut backs but would like not to see the water rates rise.

Bill DeFreitas, Boys & Girls Club – is asking support from the Town of North East. The Boys & Girls Club is a non-profit organization and has suffered greatly over the past several years. There are a hundred members at the Town of North East's club and it's the biggest club in Cecil County. Their budget has declined from \$538,000.00 to \$238,000.00. They are requesting for the Town of North East to include the Boys & Girls Club in the town's budget for the amount of \$25,000.00. Mr. DeFreitas is requesting all the municipalities in Cecil County for this amount so they will not have to close two of the Boys & Girls Clubs throughout the county. The Boys & Girls Club are still going to participate in fund raisers and also apply for grants as they have been doing over the years. The \$25,000.00 they are requesting from each town would include operational expenses including salaries. Mayor McKnight asked Mr. DeFreitas, if the Town of North East gives the money, will the Boys & Girls Club in North East stay open. Mr. DeFreitas stated the North East Club is not slated for closure. Mayor McKnight asked for information in regards to the finance of the Boys & Girls Club and what it would be needed for to keep the non-profit organization going. Police Chief Darrell Hamilton requested assistance for The Boys & Girls Club and has appreciated what the town has done and continues to do.

**-PUBLIC COMMENT-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

1. Resolution 2015-05-11 Sustainable Community Application

Commissioner Braley made a motion to approve Resolution 2015-05-11. Commissioner Koch seconded the motion. The motion was approved by all.

2. Resolution No. 2015-05-01 re: Adoption of the Fiscal Year 2015-2016 General Fund Budget and Water Fund Budget

Commissioner Stark made a motion to approve Resolution 2015-05-01. Commissioner Braley seconded the motion. The motion was approved by all

3. Resolution No. 2015-05-02 re: Establishes Water Rates, Connection Fees, Major Facilities Fees, Ready-To-Serve Fees, Bulk Fees, EDU's, etc.

Commissioner Koch made a motion to approve Resolution 2015-05-02. Commissioner Stark seconded the motion. The motion was approved by all

4. Resolution No. 2015-05-03 re: Adoption of the Amount the Town will contribute toward premiums for Medical Insurance

Commissioner Braley made a motion to approve Resolution 2015-05-03. Commissioner Stark seconded the motion. The motion was approved by all

5. Resolution No. 2015-05-04 re: Adoption of the Amount the Town will contribute toward premiums for Dental Insurance

Commissioner Stark made a motion to approve Resolution 2015-05-04. Commissioner Braley seconded the motion. The motion was approved by all

6. Resolution No. 2015-05-05 re: Adoption of the Amount the Town will contribute toward premiums for Vision Insurance

Commissioner Koch made a motion to approve Resolution 2015-05-05. Commissioner Braley seconded the motion. The motion was approved by all

7. Resolution No. 2015-05-06 re: Adoption of the Face Amount the Town will contribute toward a Life Insurance Policy for each full time employee

Commissioner Stark made a motion to approve Resolution 2015-05-06. Commissioner Braley seconded the motion. The motion was approved by all

8. Resolution No. 2015-05-07 re: Adoption of the Amount the Town will contribute toward any premiums to provide monetary contributions toward continuation for medical insurance for employees who have retired from employment in good standing

Commissioner Koch made a motion to approve Resolution 2015-05-07. Commissioner Braley seconded the motion. The motion was approved by all

9. Resolution No. 2015-05-08 re: Amends Personal Policy and Procedures Manual to increase the amount contributed to employee's deferred compensation plans

Commissioner Braley made a motion to approve Resolution 2015-05-08. Commissioner Stark seconded the motion. The motion was approved by all

10. Resolution No. 2015-05-09 re: Amends Personal Policy and Procedures Manual to eliminate sick leave payouts for retirees

Commissioner Koch made a motion to approve Resolution 2015-05-09. Commissioner Stark seconded the motion. The motion was approved by all

11. Resolution No. 2015-05-10 re: Committed Fund Balance

Commissioner Stark made a motion to approve Resolution 2015-05-10. Commissioner Braley seconded the motion. The motion was approved by all

-REPORTS-

Mayor Robert McKnight

Mayor McKnight reported he met with the Cecil County Commerce Relations Committee. This would include Mayors Alt and Everhart. They spoke in regards to the towns and how things are going at this time. They had portent questions in regards to the County and Mayor McKnight advised it was very clear that the county agencies and staff are working together.

Mayor McKnight also reported he met with the Chesapeake Travel Plaza and the Maryland Transport Authority in regards to the water system that is located there. The town of North East is working with them to improve the conditions.

Commissioner Kena L. Koch

None.

Commissioner Paul Stark

None.

Commissioner Eric Braley

None.

Director of Finance and Administration, Ken Natale

Director Natale reported a project will be starting on May 14, 2015 to redo the town's chart of accounts to bring in line with the Government Finance Office's Association Best Practices.

The Director also reported, water bills were mailed on Tuesday May 5, 2015. The next bills that go out in July 2015 will be a much smoother process. The contractor who is working on the new meter project anticipates the work be completed by the end of May. Training on the new interface will begin shortly thereafter.

Town Administrator

The Town Administrator attended the following meetings:

- |                   |  |
|-------------------|--|
| 1. April 28, 2015 | Department Head Meeting                          |
| 2. April 28, 2015 | BassMaster Marketing Meeting                     |
| 3. April 28, 2015 | Enerwa Meeting                                   |
| 4. April 29, 2015 | Pre-Bid with C N A Park Revetment                |
| 5. April 30, 2015 | Vangaard Meter Progress Report                   |
| 6. April 30, 2015 | Northwoods HOA                                   |
| 7. May 5, 2015    | Severn Trent Progress Meeting Street & Sidewalks |
| 8. May 5, 2015    | BassMaster Meeting                               |
| 9. May 5, 2015    | Department Head Meeting                          |
| 10. May 5, 2015   | DES and Public Safety in regards to Bass Master  |
| 11. May 7, 2015   | Planning Commission Meeting                      |
| 12. May 7, 2015   | BassMaster Meeting                               |
| 13. May 11, 2015  | Maintenance II Interviews                        |
| 14. May 12, 2015  | Vangaard Meter Progress Report                   |
| 15. May 12, 2015  | Department Head Meeting                          |
| 16. May 13, 2015  | Town Board Meeting                               |

**-MISCELLANEOUS-**

None.

**-UNFINISHED BUSINESS-**

Bids are in for the Revetment Project and they are being evaluated for recommendation and will be introduced at the next meeting. The Town Administrator Melissa B. Cook-Mac Kenzie is meeting with C N A to collect all data.

**-NEW BUSINESS-**

Election of Vice Mayor pursuant to Article 4; Section 407 of the Charter of the Town of North East

A motion to elect Commissioner Stark as Vice Mayor pursuant to Article 4; Section 407 of the *Charter* of the Town of North East was made Commissioner Braley, seconded by Commissioner Koch and approved by Commissioners Braley and Koch. Commissioner Stark abstained from the vote. The motion passed.

Annual Planning Report - 2014

The Annual Planning Report 2014 have been prepared by Staff and approved by the Planning Commission.

A motion to except the Annual Planning Report for 2014 was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

Pricing of Tablets – Commissioners

Mayor McKnight is requesting tablets to be purchased for each of the Commissioner along with himself. This would make it easier for each person on the board to review all material for the board meeting prior to their arrival and economically. Mayor McKnight requested for the board to vote the next board meeting.

**-MISCELLANEOUS-**

Town Administrator Melissa B. Cook-Mac Kenzie reported that the Sustainable Community Application is completed all 49 pages will be mailed out this week.

Maintenance Supervisor Phillip Meekins reported that he has been conducting interviews for the Maintenance II position this week. There are two candidates that are is being considered at this time.

**-APPROPRIATIONS-**

A motion to approve Budget Amendment 2015-012 FY 2014-2015 was made by Commissioner Stark, seconded by Commissioner Braley and approved by all.

A motion to approve Budget Amendment 2015-013 FY 2014-2015 was made by Commissioner Braley, seconded by Commissioner Koch and approved by all.

A motion to approve Purchase Order No. 11141 to Vanguard in the amount of \$173,401.20 this is for the Water Meter Project was made by Commissioner Koch, seconded by Commissioner Stark, and approved by all.

A motion to approve Purchase Order No. 11142 Civil Utility Construction Company in the amount of \$5,155.00 for final payment for the Storm Drain and Sidewalk Street Project was made by Commissioner Stark, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 11140 Mumford & Miller Construction Inc. in the amount of \$245,881.02 for concrete work for the Sidewalk and Street Project was made by Commissioner Braley, seconded by Commissioner Koch and approved by all.

A motion to approve Purchase Order No. 11131 C N A in the amount of \$11360.00 for construction inspection related to the Sidewalk and Street Project was made by Commissioner Koch, seconded by Commissioner Stark and approved by all.

A motion to approve the invoices presented tonight for payment was made by Commissioner Stark, seconded by Commissioner Braley and approved by all.

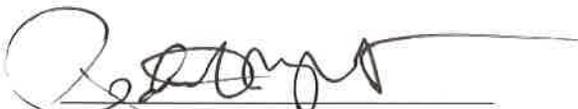
**-BUSINESS FROM THE FLOOR-**

None.

**-ADJOURNMENT-**

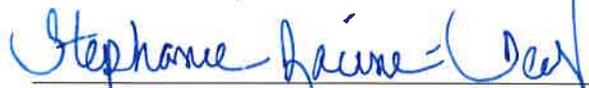
With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Stark, and approved by all. The meeting adjourned at 8:15 P.M.

Attest:



Robert F. McKnight, Mayor

Respectfully submitted,



Stephanie Racine-Dean, Head Clerk