

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

May 27, 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.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of May 13, 2015 was made by Commissioner Braley, seconded by Commissioner Stark. The minutes were approved by all.

**-GUESTS-**

**“HUK Bassmaster Elite at Chesapeake Bay” Management Team**

Ms. Sandy Turner Cecil County Tourism, presented a detailed presentation in regards to the Bassmaster Elite Series which will be held in The Town of North East. The Cecil County, Summerfest will be August 13 thru 16, 2015 at the North East Community Park as requested by the Bassmaster contract. Ms. Turner also presented several handouts reflecting the additional events that will be at the park during the festivities along with a map of the vendors and the parking areas. This event attracts up 30,000 people for each event throughout the United States. Ms. Turner and Mrs. Cook-Mac Kenzie stated, this will be a “positive attraction for success and for years to come”.

**Salute to Cecil County Veterans**

Mr. Gene Daley presented a detailed presentation in regards to the Salute to Cecil County Veterans which will be held in The Town of North East. Friday July 3, 2015 starting at 3:30 and ending at 10:00 pm. According to Mr. Daley, the purpose of this event is to honor all the Veterans of the County.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

Ordinance No. 2015-05-01 Amendment to Code of Ordinances of the Town of North East – Chapter 5. Security and Protection; Article 2. Structures, Dwellings and Private Property; Section 5-202. Definition of Nuisance

**-REPORTS-**

Ron Carter, Facilities Manager Severn Trent Services:

Mr. Carter gave the monthly water report for the month of April 2015. For the Rolling Mills Water Plant which produced a total of 11,352,700 gallons, this equates to 378,423 gallons per day. The average raw water turbidity has been 5.13 NTU. The maximum daily finished water turbidity has averaged .15 NTU, with low and high values of .09 NTU and .23 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 1.77 mg/L, while the low and high values of finished water chlorine residual have been 1.00 mg/L and 2.50 mg/L, respectively.

Mr. Ron Carter gave the monthly water report for the month of April 2015. This report was for the Leslie Water Plant which produced a total of 7,519,500 gallons, this equates to 250,650 gallons per day. The average raw water turbidity has been 5.25 NTU. The maximum daily finished water turbidity has averaged .10 NTU with low and high values of .07 NTU and .16 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 1.62 mg/L, while the low and high values of finished water chlorine residual have been 1.20 mg/L and 2.07 mg/L, respectively.

Mayor Robert McKnight

Mayor McKnight reported he attended the Memorial Day Event at the North East VFW on May 30, 2015.

Commissioner Kena L. Koch

None.

Commissioner Paul Stark

Commissioner Stark reported he attend the Memorial Day Event at the North East VFW on May 30, 2015.

Commissioner Stark entered into the record the April 2015 Crime and Traffic breakdown for the North East Police Department.

Commissioner Eric Braley

None.

Director of Finance and Administration, Ken Natale

Mr. Natale reported, Wednesday May 20 thru Friday May 22, 2015 he attended the Maryland Government Finance Association Seminar in Hanover.

Mr. Natale reported, Monday June 1 thru Wednesday June 3, 2015 he will be attending the Government Finance Officers Association of the United States and Canada Annual Conference in Philadelphia.

Mr. Natale reported, the new chart of accounts project is underway. New accounts have been created and he is in the process of reallocating next year's budget to the new accounts will be given to the board the next Town Board Meeting on June 10, 2015.

Mr. Natale reported, Boys and Girls Club financial statement is being reviewed and additional questions have been sent to Mr. Bill De Freitas. Mr. Natale will have a full report by the next town board meeting on June 10, 2015.

Mr. Natale reported, April 2015 financial statements have been issued for town board to review.

Town Administrator

The Town Administrator attended the following meetings:

- |                  |                                      |
|------------------|--------------------------------------|
| 1. May 13, 2015  | Town Board Meeting                   |
| 2. May 14, 2015  | C N A Water Standards Meeting        |
| 3. May 19, 2015  | Department Head Meeting              |
| 4. May 19, 2015  | Street and Sidewalk Progress Meeting |
| 5. May 19, 2015  | Park Revetment Meeting               |
| 6. May 21, 2015  | Vanguard Meter Progress Report       |
| 7. May 26, 2015  | BassMaster Meeting                   |
| 9 May 26, 2015   | C N A                                |
| 10. May 26, 2015 | Enerwa Meeting                       |
| 11. May 27, 2015 | Preconstruction Auto Zone            |

12. May 27, 2015

Town Board Meeting

**-UNFINISHED BUSINESS-**

None.

**-NEW BUSINESS-**

North East Community Park Lease Agreement re: "HUK Bassmaster Elite at Chesapeake Bay"

A motion to approve North East Community Park Lease Agreement re: "HUK Bassmaster Elite at Chesapeake Bay" was made by Commissioner Koch, and seconded by Commissioner Stark, and approved by all.

Deed of conveyance to the Town of North East for water lines & appurtenances from: North East Station Lot 9, Lot 6 and Lot 6 (Water Main from Stoney Run Apartments)

A motion to approve Deed of Conveyance to the Town of North East for water lines & appurtenance was made by Commissioner Stark, seconded by Commissioner Braley and approved by all.

Personnel Matter – Town Administrator

Resolution 2015-06-01 Adoption of Job Description - Water Plant Supervisor

Resolution 2015-06-02 Adoption of Job Description – Administration Assistant Office of Water Plant Superintendent

Resolution 2015-06-03 Adoption of Job Description – Water Plant Chief Operator

Resolution 2015-06-04 Adoption of Job Description – Water Plant Operator

After hearing the recommendation of the Town Administrator and the Police Chief Commissioner Stark made a motion to promote Master Patrolman Michael Hickey to Corporal effective immediately. Commissioner Koch seconded the motion. The motion was approved by all.

North East Community Park Revetment – Award

Mrs. Cook-Mac Kenzie reported, this was project was addressed during your Budget Amendment 2015-11, \$376,318.00 construction cost proposed \$277,575.00 along with the contingency \$69,394.00. The remainder of the amendment was engineering fees for the preparation of the project. No award was made as the board requested more information.

Allocations for Municipal Public Water and Procedures

Mrs. Cook-Mac Kenzie reported, the purpose of this document is to provide policy and procedures for the allocation of water capacity for the Town of North East's water distribution, recognizing that it is in the Town's best interest to establish procedures for requesting allocations and to established policies that are equitable and serve the economic development and growth management goals established by the town. Mrs. Cook-Mac Kenzie requested for the board to review the information provided and discuss at the next Town Board meeting on Wednesday June 10, 2015.

**-MISCELLANEOUS-**

None.

**-APPROPRIATIONS-**

A motion to approve Purchase Order No. 10920 to C N A in the amount of \$10,950.55 this is for the Inspection Work related to the Street & Sidewalk Project was made by Commissioner Stark, seconded by Commissioner Koch, and approved by all.

A motion to approve Purchase Order No. 11303 Maryland Department and Environmental Water Quality Financing and Administration to pay off two water bonds the amount of \$1,063,863.61 for the Principle and Interest was made by Commissioner Stark, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 11304 Maryland Department of Housing & Community Development other water bond in the amount of \$984,999.26 for was made by Commissioner Stark, seconded by Commissioner Braley 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-**

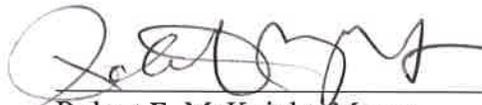
None.

**-ADJOURNMENT-**

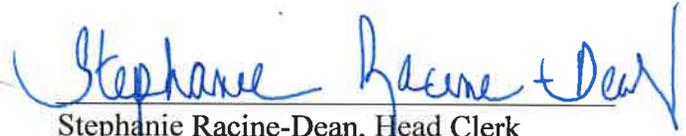
With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Stark, and approved by all. The meeting adjourned at 8:15 P.M.

Attest:

Respectfully submitted,



Robert F. McKnight, Mayor



Stephanie Racine-Dean, Head Clerk