

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

July 22, 2015

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 PM. Present were Commissioners Paul Stark, Hilary Crothers Moore 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.

The Pledge of Allegiance was recited.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of July 8, 2015 was made by Commissioner Stark, seconded by Commissioner Crothers-Moore.

**-GUESTS-**

**-APPOINTMENTS-**

A motion to approve the appointment of Mr. Michael Kline of 209 East Thomas Avenue North East, to fill the vacancy on the Town Board was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

**-PUBLIC COMMENT-**

**-OATH OF OFFICE-**

Mayor McKnight administered the Oath of Office to Commissioner Michael Kline. The terms expire March 2017.

**INTRODUCTION OF RESOLUTION AND ORDINANCES-**

1. Resolution No. 2015-07-01 Amendment to Personnel Policy Section 4-503  
Accumulation

Mayor McKnight advised there is no action to be taken this evening on Resolution No. 2015-07-01. Discussion will take place at the next Town Board meeting, August 12, 2015.

**REPORTS-**

Ron Carter, Facilities Manager Severn Trent Services:

Mr. Carter gave the monthly water report for the month of June 2015. For the Rolling Mill Water Plant which produced a total of 12,051,900 gallons, this equates to 401,730 gallons per day. The average raw water turbidity has been 13.40 NTU. The maximum daily finished water turbidity has averaged .17 NTU, with low and high values of .11 NTU and .23 NTU, respectively. The finished water turbidity has been equal to or less than .21 NTU 100 percent of the time.

The average finished water chlorine residual has been 1.46 mg/L, while the low and high values of finished water chlorine residual have been .96 mg/L and 2.30 mg/L, respectively.

Mr. Ron Carter gave the monthly water report for the month of June 2015. This report was for the Leslie Water Plant which produced a total of 8,377,100 gallons, this equates to 279,237 gallons per day. The average raw water turbidity has been 7.82 NTU. The maximum daily finished water turbidity has averaged .12 NTU with low and high values of .07 NTU and .23 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 1.63 mg/L, while the low and high values of finished water chlorine residual have been 1.28 mg/L and 1.98 mg/L, respectively.

By consensus the Board agreed to grant Mr. Carter take home privileges of the Town vehicle assigned to him.

Mayor Robert McKnight

Mayor McKnight reported he received several booklets from The Museum & Library Seminar and Walk to Fight Suicide, which will be held in November 2015. Please review if interested.

Commissioner Paul Stark

None.

Commissioner Hilary Crothers-Moore

Commissioner Crothers-Moore reported she attended the Food and Wine Festival on Saturday July 18, 2015 at North East Community Park.

Commissioner Braley

Commissioner Braley reported he attended the Food and Wine Festival on Saturday July 18, 2015 at North East Community Park.

Commissioner Braley reported he met with Maintenance Supervisor Phillip Meekins at the North East Community Park on Monday July 20, 2015. This would be in regards to improving the way the restrooms at the North East Community Park are cleaned.

Commissioner Kline

Commissioner Kline submitted his resignation from the Planning Commission as of Wednesday July 22, 2015.

Director of Finance and Administration, Ken Natale

Mr. Natale reported he will be meeting with the Local Government Insurance Trusts Risk Manager on Thursday July 23, 2015. There will be a tour at the Town's Facility along with the Maintenance and Water Plant Facilities.

Mr. Natale reported, the auditors will be visiting Town Hall on Friday July 24, 2015 to start the preliminary field work the Mr. Natale.

Town Administrator

The Town Administrator attended the following meetings:

1. July 8, 2015                      Town Board Meeting
2. July 13, 2015                    Chamber Board Meeting
3. July 13, 2015                    NEFC Meeting
4. July 14, 2015                    Department Head Meeting
5. July 14, 2015                    Street and Sidewalk Progress Meeting
6. July 15, 2015                    BassMasters Management
7. July 15, 2015                    Festival BassMaster
9. July 20, 2015                    Election Board
10. July 21, 2015                   Department Head Meeting
11. July 22, 2015                   BassMasters Management
12. July 22, 2015                   Festival BassMasters
13. July 22, 2015                   Town Board Meeting

**-UNFINISHED BUSINESS-**

None.

**-NEW BUSINESS-**

Deed of Conveyance from the Pilot Travel Centers, LLC to Mayor and Commissioners of the Town of North East for the water appurtenances:

This includes, Clean Energy, 6 inch water main and fire hydrant. The total value of the addition at 1 Center Drive, North East, \$17,240.00. This also includes the review of deeds and easement.

A motion to approve the Deed of Conveyance from the Pilot Travel Centers, LLC to Mayor and Commissioners of North East for the water appurtenances was made by Commissioner Crothers-Moore, seconded by Commissioner Stark.

**-MISCELLANEOUS-**

Town Administrator Ms. Cook Mac-Mac Kenzie reported on the street and sidewalk project. As a result of the boards discussion to vote and have Mumford & Miller proceed with the parking area in Timberbrook. After the progress meeting last week, it was decided to have a meeting with the community in regards to the parking being difficulty during this time. This communication will be beneficial not only to the residence but to the office staff.

Ms. Cook Mac-Kenzie also reported the remaining street and sidewalk primarily on Main Street, this would include the stamped green concrete. Ms. Cook Mac-Kenzie has concerns doing the repair prior of the BassMaster Tournament. In order for proper currying, she request for the work do be done afterwards.

Ms. Cook Mac-Kenzie also reported that the town's attorney, Dennis Clower is waiting on the response from the Town Administrator and the Mayor to review the revisions of the Personnel Policy.

**-APPROPRIATIONS-**

A motion to approve Purchase Order No. 11513 Stewart & Tate, in the amount of \$63,968.93 for Construction to the Street and Sidewalk Project a motion to approve made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order No. 11514 to Mumford & Miller, in the amount of \$372,142.04 for Construction related to the Street and Sidewalk Project a motion to approve made by Commissioner Stark, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 12725 to LGIT, in the amount of \$26,486.00 for various types of coverage's a motion to approve made by Commissioner Stark, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 11520 to C N A, in the amount of \$8,275.00 for the engineering of the Street and Sidewalk Project a motion to approve 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 Crothers-Moore, seconded by Commissioner Stark and approved by all.

**-BUSINESS FROM THE FLOOR-**

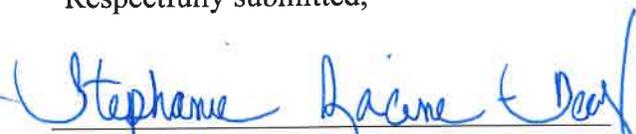
James Wetterroth - 108 Wallace Avenue, North East spoke about his concerns with the Road and Sidewalk Project. Mr. Wetterroth asked when Thomas Avenue, Roney and Church Street would be finished. He also had a concern at the corner of Mauldin and Wallace Avenue. Mr. Wetterroth stated there is an unpaved area that needs to be patched. Maintenance Supervisor Phillip Meekins advised this would be a State Highway issue and he will contact them. Mr. Meekins explained to Mr. Wetterroth, the area would be that needs to be repaired is approximately 25-30 feet behind the curb.

**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Stark, seconded by Commissioner Crothers-Moore, and approved by all. The meeting adjourned at 7:35 P.M.

Attest:

Respectfully submitted,

  
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Robert F. McKnight, Mayor  
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Stephanie Racine-Dean, Head Clerk