

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

October 14, 2015

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 PM. Present were Commissioners Paul Stark, Michael Kline, Hilary and Crothers Moore. Commissioner Eric Braley was absent from the meeting. 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-**

Town Administrator Melissa Cook-Mac Kenzie requested for the address of Board of Supervisors of Elections Betty H. Loveall to be updated from 40 Wallace Avenue to 10 Wallace Avenue.

A motion to approve the minutes of September 23, 2015 with the correction was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

**-APPOINTMENTS-**

None.

**-PUBLIC COMMENT-**

None.

**OATH OF OFFICE-**

None.

**ADOPTION OF RESOLUTION AND ORDINANCES-**

1. Ordinance No. 2015-09-01 Adding Section 7-506 to the Code of Ordinances Re: Tampering with Water System Equipment

Ordinance No. 95-10-1 previously passed but was never codified, it set penalties for tampering with the Town's water system. 2015-09-01 codifies the ordinance and

specifies the cost of damages to the Town's water system will be billed to the property's water account and that they will constitute a lien against the property allowing the Town to send the property to the County's annual tax sale in June.

Commissioner Stark made a motion to approve Ordinance No. 2015-09-01; Commissioner Kline seconded the motion, and the motion was approved by all

### **DEEDS OF CONVEYANCE**

#### Candlelight Ridge

A Deed of Conveyance from the Developer of Candlelight Ridge Subdivision for a 440 linear foot water main, and appurtenances on Raydan Way, North East, was presented for signature. The Town's Engineer, C N A has inspected the public water system improvements, and has recommended acceptance of the water mains for incorporation into the Town's water distribution system. The scheduled value for the improvements is \$69,160.00 and this will be added to the Town's assets.

Ms. Melissa Cook-Mac Kenzie noticed there was a missing "Exhibit A" of the document and would like to have that exhibit for review before the signing of the Deed of Conveyance, even though both attorneys have signed the attachment.

A motion to approve the Deed of Conveyance upon the arrival of Exhibit A  
Commissioner Stark made a motion, Commissioner Kline seconded the motion, and the motion was approved by all.

### **REPORTS-**

#### Mayor Robert McKnight

None.

#### Commissioner Stark

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

#### Commissioner Kline

Commissioner Kline reported, he met with Mr. Ron Carter, Superintendent of the Water Department on Wednesday October 7, 2015 for a tour of the Rolling Mill Plant. Commissioner Kline also stated he would like to tour the Leslie Plant with Mr. Carter in the near future.

Commissioner Kline reported, he met with Mrs. Cook Mac-Kenzie, Police Chief Hamilton and Maintenance Supervisor Phillip Meekins in regards to the Hurricane Protocol for the Town of North East. Commissioner Kline stated it was very educational in regards to the town's emergency procedure.

Commissioner Kline requested to meet with the Maintenance Supervisor, Phillip Meekins to tour the Maintenance Facility along with touring the North East Police Station with Chief Hamilton.

Commissioner Kline submitted the Maintenance Report for September 2015 into the public record.

Commissioner Crothers-Moore

None.

Director of Finance and Administration, Ken Natale

Mr. Natale reported that he is working on a five year budget projection. This tool is used by other governments. This model projects long term forecasts for revenues and expenditures. The model is not a projection in what will happen but could happen in the future. Mr. Natale requested that the board to review the information and if they have any questions, he would address at the next Town Board Meeting, October 28, 2015. Commissioner Kline requested Mr. Natale to generate the same data for fiscal year 2014-2015.

Mr. Natale reported that the audit is near completion the auditors have sent draft statements which he reviewed and sent back with comments. Mr. Natale is also working on Management Discussion and Analysis Session. The state audit deadline is October 31, 2015 and the auditors are scheduled to make their presentation at the November 9, 2015 Board Meeting.

Mr. Natale reported that there is progress with the meter replacement project. At the moment the tower is reading 81 percent of the meters, a 20 percent improvement since the contractor raised the antenna. The contractor is currently working on where the best location is to place a repeater in order to get the additional 19 percent of meters that are not currently being heard by the existing tower. Mayor McKnight asked Mr. Natale if there is a timeframe for when the repeater will be active. Mr. Natale stated, by the December 2015 billing.

Mr. Natale reported the staff is working on the water bills for the October 2015 quarter and they should be going out the week of October 19, 2015.

Town Administrator, Melissa B. Cook-Mac Kenzie

The Town Administrator reported the following:

1. The Crossing Guard job is still in the process of selecting an applicant. Ms. Cook-Mac Kenzie advised that there are several people that are being pursued.
2. The Administrative Assistant to Police Chief Darrell Hamilton is progressing at this time. Ms. Cook-Mac Kenzie advised that there were 5 applications received.
3. Ms. Cook-Mac Kenzie reported the Town of North East is following Cecil County's date for Trick or Treat which is October 31, 2015. The "Spooktackler Event", will be held in front of the North East Town Hall on Thursday October 29, 2015 from 10:00-4:00 and Friday October 30, 2015 from 4:00-7:00. The judging of the pumpkin carving will be at 7:30.
4. Ms. Cook-Mac Kenzie reported the Streets and Road Project is being finalized. There is still green sidewalk that has to be completed. For the most part they have completed the major subdivisions. They are also working through the specification problems with the green sidewalk that is being resolved with the engineer and the contractor. Ms. Cook Mac-Kenzie was hoping to have a number tonight for the walkway between Jethro Street and Cecil Avenue, however she did not receive the estimate.

**-UNFINISHED BUSINESS-**

Installation of Speed Hump on Thomas Avenue:

Mayor McKnight reported that Mrs. Cook Mac-Kenzie spoke with Chief J. Hamilton from the North East Fire Department about the Speed Humps installation on Thomas Avenue. Mr. Hamilton has no serious opposition to the speed humps on Thomas Avenue. NEPD Chief Hamilton stated that Town officers running radar on Thomas Ave, Chief Hamilton stated the area is not an ideal place to run radar. The Chief advised the presents of a patrol car does keep people from speeding.

Mayor McKnight suggested possibly having stop signs located Thomas Ave and Maryland Ave. This would be cheaper for the town than speed bumps and the wear and tear on the roads, vehicles and the Maintenance Department's equipment while plowing the snow. Mr. Meekins, the Maintenance Supervisor stated it would not be a problem to put up all-way stop signs. Commissioner Kline had a requested for the Maintenance Department to install a new traffic pattern sign to alert drivers. Mr. Meekins stated he could borrow the traffic pattern signs from the State Highway and Administration.

A motion to approve the All Way Stop Signs at North Maryland and Thomas Avenues was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

State Highway Administration – Church Street/Irishtown Road Project:

Mrs. Cook-Mac Kenzie reported State Highway Administration needs an answer about whether or not the Town will sign the memorandum of understanding for the lighting between Irishtown Road and Church Street that SHA presented at the October 14 meeting.

Mayor McKnight stated he was reluctant to enter into the agreement knowing the Town's financial situation. Mayor McKnight stated he had asked SHA if the Town could have the engineering for the lighting in case the Town decided to move forward with lighting in the future, he also asked for an extended time frame in the MOU (five years instead of the proposed three). The Mayor had not heard back from SHA regarding his requests.

Mrs. Cook-Mac Kenzie stated the Board could opt to decline to sign the MOU as presented which would allow the Board to re-examine the project at a future point in time if SHA makes any changes.

A motion to not sign the MOU as presented was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

**-NEW BUSINESS-**

Mrs. Cook-Mac Kenzie reported she received the bid results for the dump truck that the Maintenance Supervisor, Phillip Meekins has requested. This bid was approved earlier this year and it has been rebid. The only bid that was received was and balanced was from Intercon Equipment, in the amount of \$20,848.00 for the 2016 dump truck. The salt spreader was a separate bid item in the amount of \$5,785.00. The total amount of both items, \$26,663.00. Mr. Meekins has reviewed the packages twice and has confirmed the bid supplied with the amount is in accordance with the items that was requested.

A motion to approve Town of North East Maintenance Department Dump Truck and Salt Spreader was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

**-MISCELLANEOUS-**

Chief Hamilton, North East Police Department

Chief Hamilton reported he had the pleasure meeting with a hundred and fifty Senior Citizens on October 13, 2015 at the Singerly Firehouse located in Elkton, Maryland.

**-APPROPRIATIONS-**

A motion to approve Budget Amendment 2015-015 (A) FY 2014-2015 was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Blanket Purchase Order No. BPO 2016-001-WA Coyne Chemical in the amount of \$138,566.55 was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order No. 12918 to Coyne Chemical in the amount of \$10,942.52 for payment of Chemicals Leslie/Rolling Mill Plant was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Purchase Order No. 12846 to C N A in the amount of \$12,987.00 for payment of Engineering Inspection for Roads and Sidewalks was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Purchase Order No. 13101 to Weyrich Cronin & Sorra Ltd, in the amount of \$8,000.00 for payment on the Second Progress Billing was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order No. 13103 to Northern Data Systems, in the amount of \$11,717.00 for payment of Hewett Packard Server was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order No. 13106 to North East United Methodist Church in the amount of \$27,420.00 for payment of Water Main Installation was made by Commissioner Stark, seconded by Commissioner Kline and approved by all.

A motion to approve Purchase Order No. 13011 to East Coast Lightening in the amount of \$5,574.59 for payment of Emergency Lightening for Patrol Vehicle #4389 was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the invoices presented tonight for payment was made by Commissioner Crothers-Moore, seconded by Commissioner Kline 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 Kline, 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

DRAFT