

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

October 28, 2015

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

The Pledge of Allegiance was recited.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of October 14, 2015 was made by Commissioner Kline, seconded by Commissioner Braley and approved by all. Commissioner Braley abstained from voting as he was not present for the October 14, 2015 meeting.

**-APPOINTMENTS-**

A motion to reappoint the following residents to the North East Planning Commission was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all:

Valarie Combs – North East Planning Commission – 5 year term ending 10/3/2020  
Judy Duffy – North East Planning Commission – 3 year term ending 03/12/2018

**-PUBLIC COMMENT-**

None.

**OATH OF OFFICE-**

The oath of office for the North East Planning Commission was taken by Valarie Combs, 5 Beech Street, and Judy Duffy, 108 Wallace Avenue.

**ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

Town Board Approved Minutes on October 28, 2015

**REPORTS-**

**Ron Carter, Superintendent, Water Department:**

Mr. Carter gave the monthly water report for the month of September 2015 for the Rolling Mills Water Plant which produced a total of 11,733,400 gallons, this equates to 391,113 gallons per day. The average raw water turbidity has been 7.66 NTU. The maximum daily finished water turbidity has averaged .14 NTU, with low and high values of .07 NTU and .28 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 1.71 mg/L, while the low and high values of finished water chlorine residual have been 1.26 mg/L and 1.98 mg/L, respectively.

Mr. Ron Carter gave the monthly water report for the month of September 2015 for the Leslie Water Plant which produced a total of 7,707,600 gallons, this equates to 256,920 gallons per day. The average raw water turbidity has been 2.63 NTU. The maximum daily finished water turbidity has averaged .13 NTU with low and high values of .08 NTU and .25 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 1.08 mg/L and 1.98 mg/L, respectively.

Mayor McKnight asked Mr. Carter if the trucks are sufficient for the staff at this time. Mr. Carter reported that most of all the additional equipment has been installed but he is still waiting to receive the bed liners and seat covers.

Mayor McKnight requested an update from the Town Administrator in regards to the additional employee need for the North East Water Treatment Plant. Mrs. Cook Mac-Kenzie reported that she and Mr. Carter have been meeting to discuss the Progression Scale. Mrs. Cook Mac-Kenzie stated that it was finalized last week and she will have a complete report at the next Town Board Meeting, November 9, 2015.

**Mayor Robert McKnight**

None

**Commissioner Stark**

None

**Commissioner Kline**

None

Commissioner Crothers-Moore

None

Commissioner Braley

Commissioner Braley entered into the record the September breakdown for the Planning and Zoning Department.

Director of Finance and Administration, Kendrick Natale

Mr. Natale reported on the Town of North East General Fund and Water Fund Profit and Loss Statement through the month of August 2015. Mr. Natale reported that most the variances will even out throughout the year.

Mr. Natale reported that most of the water bills were mailed on October 28, 2015. There is an additional hundred and sixty that will be mailed by the end of this week, October 30, 2015. The 160 +/- bills were not able to be read using the existing tower and the North East Water Department had to read these accounts manually. The contractor will be installing a repeater on the Bay View Tank late next week, this should correct most of these issues. Mr. Natale reported that there are around seventy two that have programming issues and will have to be addressed after the repeater is installed.

Mr. Natale reported that the audit is complete and was filed with the Department of Legislative Services on Tuesday October 27, 2015, five days early. Electronic copies of the audit were sent to the Mayor and Commissioners. The auditors will be at the next Town Board Meeting on November 9, 2015 to review the results with the Board and for the Board to ask any additional questions.

Town Administrator, Melissa B. Cook-Mac Kenzie

The Town Administrator reported the following:

1. Mrs. Cook-Mac Kenzie reported on the Crossing Guard position. This position has been filed and the new employee has taken their post.
2. Mrs. Cook-Mac Kenzie reported that she and Chief Hamilton have been interviewing for the position of Administrative Assistant to Police Chief. They have interviewed seven candidates this past week and two more scheduled on Friday October 30, 2015. Mrs. Cook-Mac Kenzie advised they will then narrow the list of candidates and proceed with second interviews on site at the North East Police Department.

3. Mrs. Cook-Mac Kenzie reported that she and Mr. Carter, Superintendent of the Water Department had a meeting with Entech Engineering on October 28, 2015. There will be a letter going out to Vanguard and Sensus questioning why there was no plan of action prepared in advance of needing to the raise of the antenna. Mrs. Cook-Mac Kenzie stated there was a loss of five weeks because of the lack of contingency planning.
4. Mrs. Cook-Mac Kenzie reported she attended Board Meeting, Chamber Meeting, C N A and Department Head Meetings. Ms. Cook-Mac Kenzie wanted to discuss the C N A staff meetings. She advised the Mayor and Commissioners they do not receive that report but there would be no problem to send them electronically and it would be helpful to them for the understanding what is going on with the twenty plus projects C N A helps oversee for the Town. Mayor Mc Knight did request for those reports to be sent electronically to each member on the board.
5. Mrs. Cook-Mac Kenzie reported the date for the "Spooktacular Event" hosted by the North East Chamber will be on October 31, 2015.
6. Mrs. Cook-Mac Kenzie reported the Deed of Conveyance from the Developer of Candlelight Ridge Subdivision, the acceptance of the deed was approved at the October 14, 2015 conditioned on the developer providing "Exhibit A" referenced in the deed. The exhibit was provided and the deed was executed on October 29, 2015.

**-UNFINISHED BUSINESS-**

Mrs. Melissa Cook-Mac Kenzie reported she would like to set a date and time for a workshop in regards to Vendors in the park. Also, in discussion at the weekly Department Head Meeting, it was brought to Ms. Cook-Mac Kenzie to also speak in regards to rental policies. The Board agreed to meet for a work session at 5:30 pm on Monday November 9, 2015 pending confirmation from Commissioners Braley and Stark that they are able to attend.

**-NEW BUSINESS-**

Bedrock, Phase 2: Extension to the Public Works Agreement:

This is in request to extend the Public Works Agreement in Bedrock on Wilma Court for one additional year, expiring October 29, 2016. All other terms and conditions of the Public Works Agreement dated January 14, 2014 will remain the same and are incorporated in this extension agreement by reference.

A motion to approve the Bedrock, Phase 2 Extension to the Public Works Agreement was made by Commissioner Braley, seconded by Commissioner Crothers-Moore and approved by all.

**-MISCELLANEOUS-**

Commissioner Crothers-Moore, the Halloween Party at the North East Community Park on Saturday October 31, 2015 at 12:30.

Director of Finance and Administration, Ken Natale will be sending out a reminder via e-mail that the next Town Board Meeting is Monday November 9, 2015.

The Town Administrator Mrs. Cook-Mac Kenzie, gave several tours to the North East Elementary School at the North East Town Hall on Thursday October 15, 2015.

Chief Hamilton, North East Police Department was asked to represent the Youth Panel in regards to having a dinner for all the volunteers throughout the county. Chief Hamilton requested a donation from The Town of North East in the amount of \$100.00. By consensus the Mayor and Commissioners agreed to the donation.

**-APPROPRIATIONS-**

A motion to approve Purchase Order No. 13107 to C N A in the amount of \$ 8,749.75 for Street & Sidewalks was made by Commissioner Kline, 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 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 Braley, and approved by all. The meeting adjourned at 7: 25P.M.

Attest:

Respectfully submitted,

  
Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Head Clerk