

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

November 23, 2015

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

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of November 9, 2015 was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the minutes of November 9, 2015 Workshop was made by Commissioner Crothers-Moore, seconded by Commissioner Kline, and approved by all.

GUEST-

Debbie Shears, Weiner Benefits Group

Mrs. Shears will return to the Board Meeting on January 14, 2016 to speak in regards to the Health Care Insurance update with a full board present.

Richard Vernon, State Highway Administration – Update regarding the Route 272 SHA Bridge over AMTRAK

Mr. Vernon who is a Construction Consultant with Walls Montgomery and Associates, whom he reports to is Ed Stein from State Highway and the District Engineer Greg Halsey. Mr. Vernon stated that the project is running a little behind schedule at this time. There was an issue they came across near the Duck Bank. Once they started digging they noticed wires running directly through the area. They did not want to disturb the wires until it was determined what they went to and why. Mr. Vernon stopped all work the week of November 16, 2015 and as of Monday, November 23, 2015 they can now start the work and head north of the project after Thanksgiving. Mr. Vernon also reported one area will have to go back to design and be relooked at. This is called bearing and point fixity, this term means stable and can hold. This will consist of a will drive, which is one more test pile to see if it goes down further in the earth, this will not be a hazard.

Mr. Vernon reported there was a second issue they ran into, this was a water line. The as belt reflected the line was located in another area, per the plans. Ms. Cook-Mac Kenzie asked what is the distance between the piling and water line and how far off from the piling once it is finally installed. Mr. Vernon stated this would be around five feet. Ms. Cook-Mac Kenzie than asked if the North East Water Treatment Plant would get a revised as belt. Mr. Vernon stated they could go and show where it is located and or give a revised and update GPS coordinates and that will be accurate.

Mr. Vernon reported there is no one working at night at this time and it has not been determined if work will be done during the winter. Mr. Vernon stated he spoke with Mr. Parson's in regards to the issue he was having with the rain water. He is now satisfied with the rain flow coming down the hill. The contractor has resolved all the issues and Mr. Parson's is very satisfied.

-APPOINTMENTS-

None.

-PUBLIC COMMENT-

None.

OATH OF OFFICE-

None.

ADOPTION OF RESOLUTION AND ORDINANANCES-

None.

REPORTS-

Commissioner Kline

Commissioner Kline reported he attended a Wildlife Habitat Conservation Conference. They are Partners with Major Corporations and Corporate Mediation. These are a serious of Workshops on how small business make a big difference for Wildlife Habitat.

Commissioner Kline reported he also attended Polly Enter Gardens and Rain Water Gardens. He stated that both workshops were very interesting.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported on Thursday November 19, 2015 she attended the North East Chamber Meeting at the Black Pearl Restaurant. The speaker was, Upper Chesapeake Health.

Commissioner Braley

Commissioner Braley reported he attended the Planning Board Workshop on November 18, 2015. There is a full Planning Board with several new faces.

Town Administrator, Melissa B. Cook-Mac Kenzie

The Town Administrator reported the following:

Ms. Cook-Mac Kenzie entered into the record, the water report for Ron Carter, Superintendent of the Water Department. Mr. Carter asked to be excused due to his work schedule. His hours this week, 8:00 PM to 8:00 AM to replace the fire hydrant on Rolling Mill and Mechanics Valley a few weeks ago. It was scheduled the prior week, but due to the weather it was re-scheduled for this week.

Monthly water report for the month of October 2015 for the Rolling Mills Water Plant which produced a total of 12,201,700 gallons, this equates to 393,603 gallons per day. The average raw water turbidity has been 7.56 NTU. The maximum daily finished water turbidity has averaged .14 NTU, with low and high values of .06 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 1.56 mg/L, while the low and high values of finished water chlorine residual have been .90 mg/L and 1.97 mg/L, respectively.

Monthly water report for the month of October 2015 for the Leslie Water Plant which produced a total of 7,551,800 gallons, this equates to 243,606 gallons per day. The average raw water turbidity has been 5.17 NTU. The maximum daily finished water turbidity has averaged .10 NTU with low and high values of .07 NTU and .14 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 1.72 mg/L, while the low and high values of finished water chlorine residual have been 1.23 mg/L and 2.07 mg/L, respectively.

1. Mrs. Cook-Mac Kenzie entered into the record the Engineers Report from Entech. This is for the period of October 8, 2015 through November 5, 2015. This is the primary work that has been done for the meter project.

4. Mrs. Cook-Mac Kenzie reported the Cecil County Christmas Parade will be held on Saturday December 5, 2015 at 12:00 pm.
5. Mrs. Cook-Mac Kenzie reported that she and Chief Hamilton have filled the position of Administrative Assistant to the Police Chief. Jennifer Slayman will be starting Monday, November 30, 2015
6. Mrs. Cook-Mac Kenzie reported for the Planning and Zoning department: two letters of credit had to be called in by the Town. One is for Ridgely Forest and the other is for Chesapeake Club. Mrs. Cook-Mac Kenzie assured the Board this does not happen regularly, this only happened once other time with the second phase of Courts of Mallory. The bond amount for Ridgely Forest, \$2,449,411.90 for landscaping, public improvements and water lines. The bond amount for the Chesapeake Club H1 and H2, \$455,914.50.

Notice of Default was sent to the Bond Company. When they receive the notice they will then contact the Town of North East and ask for an itemized report of work to be done. After that the projects will go to a bidding process. Mrs. Cook-Mac Kenzie did advise it is generally to no one's advantage to call in a Bond. However, Mrs. Cook-Mac Kenzie stated it has been approximately three years since the developer has been in Ridgely Forest to repair the roads. Mrs. Cook Mac-Kenzie stated the one thing the bond for Ridgely Forest will not cover is the Club House.

-UNFINISHED BUSINESS-

None.

-NEW BUSINESS-

Christmas Bonuses per Personnel Manual 4-303

A motion to approve the Christmas Bonuses per Personnel Manual 4-303 was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the Mayor and Commissioners to receive a Gift Card from Food Lion was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

Discussion on setting a date and location of the Annual Christmas Party

Mrs. Cook Mac-Kenzie asked for the Commissioner's for a date and location of the Annual Christmas Party and Appreciation Dinner. Mrs. Cook Mac-Kenzie stated the Town's volunteers did like the event being held in January. Mrs. Cook Mac-Kenzie asked

-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.

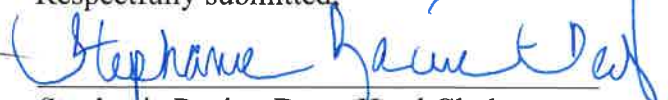
-ADJOURNMENT-

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:


Robert F. McKnight, Mayor

Respectfully submitted,


Stephanie Racine-Dean, Head Clerk