

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

February 10, 2016

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 Maintenance Supervisor Phillip Meekins, Town Administrator Melissa B. Cook-Mac Kenzie, Director of Finance and Administration Kendrick Natale and Head Clerk Stephanie Racine-Dean. Absent from the meeting, Chief of Police Darrell Hamilton and Commissioner Paul Stark.

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of January 26, 2016 was made by Commissioner Crothers-Moore, seconded by Commissioner Braley. The minutes were approved by all.

GUEST-

Derek DeWitt – Boys and Girls Clubs of Cecil County

Mr. DeWitt – Interim Executive Director discussed the goal of The Boys and Girls Club; their mission to inspire and enable all young people, especially those who need them most, to realize their full potential as productive, responsible and caring citizen. The Boys and Girls Clubs are currently serving an average of fifty children per day at the North East Elementary site and it is projected to be serving over thirty teens per day at North East Middle School. The Boys & Girls Club would like to solicit financial support from the Town as part of the FY 2017 budget to help finance the activities at the North East Clubs.

-APPOINTMENTS-

None.

-PUBLIC COMMENT-

None.

OATH OF OFFICE-

None.

INTRODUCTION OF RESOLUTION AND ORDINANCES-

Ordinance 2016-02-01 Street Vendors

Director of Finance & Administration, Ken Natale introduced Ordinance 2016-02-01. The ordinance adds Article 9 to Chapter 4 of the Code of Ordinances. The Ordinance would allow the Mayor and Commissioners to establish by resolution policies, procedures, and fees related to permitting street vendors to operate on public property within the Town, as well as establishes a penalty for street vendors operating without a permit. The ordinance is scheduled for a vote on February 24, 2016.

ADOPTION OF RESOLUTION AND ORDINANCES-

Ordinance 2016-01-01 Parks and Recreation Areas

Ordinance 2016-01-01 Parks and Recreation Areas, Section 4-701. Activities and Conduct in Parks and Recreations Areas. Permits for Special Events; Section 4-702. Certain Actions and Conduct Prohibited; Section 4-703. Violations and Penalties; Article 8 Weapons, Section 4-801. Discharging of Firearms and Section 4-802. Violations and Penalties of the Town of North East Code of Ordinances shall be enacted.

A motion to approve the ordinance was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

REPORTS-

Mayor McKnight

Mayor McKnight along with The Town Administrator, Melissa Cook-Mac Kenzie and The Director of Planning and Zoning, Betsy Vennell met with the new owners of the Nazarene Camp Property about redeveloping the property.

Commissioner Kline

Commissioner Kline entered into the record the January 2016 Maintenance Department Monthly Report.

Commissioner Crothers-Moore

None.

Commissioner Braley

Commissioner Braley reported he attended the Planning Board Meeting, Wednesday February 3, 2016.

Commissioner Braley entered into the record the October 2015, November 2015 and December 2015 Monthly Reports for the Planning Office.

Director of Finance and Administration, Ken Natale

Mr. Natale reported he filed a report with the Department of Emergency Services in regards to the Winter Storm Jonas and the towns cost. The total cash outlay for labor and materials was \$12,725.47. The total reported to DES which includes use of Town owned equipment was \$30,827.47.

Mr. Natale reported he met with the Cecil County Health Department Representatives regarding their requirements for food trucks and carts. Mr. Natale will begin drafting polices for issuing permits with The Planning and Zoning Department.

Mr. Natale reported on the constant yield tax rate information is due in the next week. Once that is received work on the 2017 budget will begin.

Town Administrator, Melissa B. Cook-Mac Kenzie

Mrs. Cook-Mac Kenzie entered into the record the January 2016 Crime and Traffic breakdown for the North East Police Department on behalf of Commissioner Stark.

Mrs. Cook-Mac Kenzie entered into the record the Town of North East Election results that occurred on February 8, 2016. Commissioner Crothers-Moore and Commissioner Braley were reelected.

Mrs. Cook-Mac Kenzie entered into the record the February 8, 2016 Town Election results: Commissioner Braley and Commissioner Crothers-Moore were both reelected.

Mrs. Cook-Mac Kenzie reported she along with The Director of Planning and Zoning, Betsy Vennell met with Mark Dobbins from ENERWA about the work they will be doing in the Municipal Parking Lot. Mrs. Cook-MacKenzie reported ENERWA is working on finalizing the details of their schedule for the Board to review.

-UNFINISHED BUSINESS-

Franchise Agreement – Chesapeake Utility

Mayor McKnight reported on the negotiations with Chesapeake Utility. The agreed amount for the franchise is \$10,000.00 up front and \$2,000.00 per year with an escalation clause tied to the Consumer Price Index.

A motion to approve the Franchise Agreement with Chesapeake Utility at the agreed amount of \$10,000.00 up front and \$2,000.00 per year with escalation clause was made by Commissioner Braley, seconded by Commissioner Kline and approved by all.

Cecil County Fireman's Memorial – North East Community Park

Mayor McKnight requested a follow up conversation with the North East Fire Department in regards to the change of direction of the memorial that was presented at the June 2011 board meeting. Mayor McKnight requested for Mrs. Cook-Mac Kenzie to contact the North East Fire Department for them to present the new changes to the board.

Special Events and Festivals Leasing Policies – North East Community Park

Mr. Natale presented the proposed changes to the Special Events and Festivals Leasing Policy. The Town receives numerous complaints for residents about the numerous closings of the park for events that do not utilize the entire park. The Department Heads have been trying to find a way to preserve public access to the park but allow special events and festivals to continue. A discussion on fees and leasing requirements for the playground area resulted in changes to the policy.

A motion to approve the Special Events and Festivals Leasing Policies for the North East Community Park with corrections was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

-NEW BUSINESS-

Resolution 2016-02-01 Established of a Records Retention and Disposal Schedule

Mr. Natale introduced the resolution which would establish a records retention and disposal schedule which is required by state law before any Town documents can be destroyed. Mr. Natale advised the Board this resolution is scheduled for a vote on February 24, 2016.

Outside Agency Funding Policy

Mr. Natale introduced a draft policy that would create a system for entities such as the Boys and Girls Club, Salute to Cecil County Veterans, and the Fire Company to request funding from the Town as well as establishes reporting requirements to ensure taxpayer's money is not wasted. A vote on this policy is scheduled for the February 24, 2016 meeting.

Riverwoods North East – Landscaping Agreement Extension

Mrs. Cook-Mac Kenzie presented a request for an extension of Landscape Agreement with Riverwoods at North East from March 2014. The property owner, Osprey Property Group for the Riverwoods at North East Development has requested an extension until December 31, 2016 to fulfill the obligations of the Agreement. This Project has no outstanding invoices, and Mrs. Cook-MacKenzie and the Director of Planning recommend approval of the extension request.

A motion to approve the Landscaping Agreement Extension was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

North Creek Run Phase 2 – Deed of Conveyance

A Deed of Conveyance from the Developer of North Creek Run Phase 2 was presented by Mrs. Cook-MacKenzie. The Developer has completed their obligations for the installation and maintenance period for the water utility improvement. The Town has received certification from the Town's Engineer, C N A that the project has been satisfactorily completed. The Town's Attorney has verified that the deed of conveyance is acceptable for the Town to sign.

A motion to approve the Deed of Conveyance, North Creek Run Phase 2 was made by Commissioner Braley, seconded by Commissioner Kline and the motion was approved by all.

-MISCELLANEOUS-

Mayor McKnight wanted to acknowledge the Official Election Results that took place on Monday, February 8, 2016. Commissioner Braley and Commissioner Crothers-Moore has been reelected, two year term. Mayor McKnight wanted to thank all the Commissioners for their time and hard work for the Town of North East.

Director of Finance and Administration reported the mandatory pre bid conference on the replacement of the Irishtown Pump Station Roof was held on February 3, 2016. Mr. Natale stated there were two contractors present at the meeting. All bids are due by February 19, 2016.

-APPROPRIATIONS-

A motion to approve Budget Amendment 2016-004 was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

A motion to approve Purchase Order No. 021016-01 to Mumford & Miller, in the amount of \$ 94,871.50 (less any amount related to the green sidewalks on Main Street) for work

on the streets and sidewalk project in December 2015 was made by Commissioner Braley, seconded by Commissioner Kline 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-

-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