

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

January 27, 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 Chief of Police Darrell Hamilton, 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, Commissioner Paul Stark.

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of January 13, 2016 with corrections was made by Commissioner Kline, seconded by Commissioner Crothers-Moore. Commissioner Braley abstained from voting as he was not present for the January 13, 2016 meeting.

GUEST-

Kathleen Kunda – Boys and Girls Clubs of Cecil County

Ms. Kunda – President of The Boys and Girls Club discussed the potential of financial support from the Town of North East to help offset the costs of implementing of their evidence based programs to more kids at our North East Elementary and North East Middle School sites. Ms. Kunda stated the Boys and Girls Club received a state grant of \$50,000.00. Additional information will be provided by Mr. Derek DeWitt at the next Town Board Meeting, February 10, 2016.

Ms. Cook-MacKenzie suggested to Ms. Kunda the two of them should schedule some meetings to discuss further action. Ms. Kunda agreed.

-APPOINTMENTS-

None.

-PUBLIC COMMENT-

None.

OATH OF OFFICE-

None.

INTRODUCTION OF RESOLUTION AND ORDINANCES-

Ordinance 2016-01-01 Parks and Recreation Areas

Director of Finance & Administration, Ken Natale introduced Ordinance 2016-01-01 which repeals and re-enacts the section of the code dealing with Parks and Recreation areas and Weapons. The section of the code dealing with park rentals would be replaced with language stating the Mayor and Commissioners may enact by resolution policies, procedures, and fees related to special events and festivals at the Park. A vote is scheduled for the next meeting on February 10, 2016

REPORTS-

Mayor McKnight

Mayor McKnight reported he attended the Employee Appreciation Dinner on Saturday, January 16, 2016. Mayor McKnight stated the dinner went very well and compliments the town's staff for putting this event together.

Mayor McKnight reported he attended a meeting with The Salute to the Cecil County Veterans Chairperson. Mayor McKnight advised they are working on several items to bring to this year's 2016 event that was not in the program in previous years.

Mayor McKnight reported he attended the Cecil County in Annapolis Night on Thursday, January 14th 2016 with Commissioner Kline.

Ron Carter, Superintendent, Water Department:

Mr. Carter gave the monthly Rolling Mill Water Plant report for the month of December 2015. The plant produced a total of 11,147,900 gallons, this equates to 371,597 gallons per day. The average raw water turbidity was 9.41 NTU. The maximum daily finished water turbidity averaged .11 NTU, with low and high values of .07 NTU and .22 NTU, respectively. The finished water turbidity was equal to or less than .30 NTU 100 percent of the time.

The average finished water chlorine residual was been 1.51 mg/L, while the low and high values of finished water chlorine residual was .82 mg/L and 1.91 mg/L, respectively.

Mr. Ron Carter gave the monthly Leslie Water Plant report for the month of November 2015. The plant produced a total of 6,968,600 gallons, this equates to 224,800 gallons per day. The average raw water turbidity was 7.92 NTU. The maximum daily finished water

turbidity averaged .09 NTU with low and high values of .07 NTU and .12 NTU, respectively. The finished water turbidity was equal or less than .30 NTU, 100 percent of the time.

The average finished water chlorine residual has been 1.73 mg/L, while the low and high values of finished water chlorine residual have been 1.35 mg/L and 2.07 mg/L, respectively.

Commissioner Kline

Commissioner Kline reported he attended the Cecil County in Annapolis Night on Thursday, January 14th 2016 with Mayor McKnight. Mr. Kline advised it gave him an opportunity to meet the local business owners along with State Senators and Representatives.

Commissioner Kline reported he attended the Employee Appreciation Dinner on Saturday, January 16, 2016. The venue is a great place to hold the event and it's a chance to show the employees of the town how much they are appreciated for all the hard work they do.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Employee Appreciation Dinner on Saturday, January 16, 2016.

Commissioner Crothers-Moore reported she attended the North East Chamber Meeting last week at the Steak N Main Restaurant.

Commissioner Braley

Commissioner Braley reported he attended the Employee Appreciation Dinner on Saturday, January 16, 2016.

Director of Finance and Administration, Ken Natale

Mr. Natale reported he is working with The Director of Planning and Zoning to finalize the proposal for allowing vendor's at the park.

Mr. Natale reported the December 2015 water bills were mailed on Thursday January 20, 2016.

Mr. Natale reported in the process of finalizing a Retention & Disposal schedule for the town that will be presented at the next Town Board Meeting on Wednesday, February 10, 2016.

Mr. Natale reported that the direct deposit test for the employee payroll was successful and has been rolled out to all town employees. Depending on when the staff returns their forms, they will start receiving Direct Deposit as early as Friday, February 5, 2016.

Town Administrator, Melissa B. Cook-Mac Kenzie

Mrs. Cook-Mac Kenzie reported she met with the town's engineer on the Street and Sidewalk Project.

Mrs. Cook-Mac Kenzie reported she attended a staff meeting, with Ron Carter, Superintendent, Water Department, Betsy Vennell, Director of Planning and Zoning and the town's engineer Steve Nolan CNA.

Mrs. Cook-Mac Kenzie reported she met with the Cecil County Director of Tourism.

Mrs. Cook-MacKenzie reported the staff is investigating the feasibility of purchasing a shipping container to store documents as the existing locations are not suitable for long term document storage.

-UNFINISHED BUSINESS-

Mrs. Cook-Mac Kenzie reported she is working with the Bond Counsel for Chesapeake Club H2 and H3 in regards to the developer's default of the Public Works Agreement. The bond amount for the Chesapeake Club, \$455,914.50. The process of going to bid has been done, letters were mailed and no response as of January 27, 2016.

Ms. Cook-Mac Kenzie reported she researched the question of amending the charter to not have elections if the election is uncontested. There is currently no one in Cecil County however, the phone calls she made about the question generated some interest. Mrs. Cook-MacKenzie advised it is not a common practice in the State but she explained it would save the Town about \$350 for election judges.

Mayor McKnight asked when this decision would have to be made. Ms. Cook-MacKenzie stated six months prior of the next election would be sufficient and she would report on her progress on this issue once a month going forward.

Ms. Cook-MacKenzie wanted the board to be aware the official notification from the State of Maryland that the Town's application to be designated a Sustainable Community has been approved. Ms. Cook-MacKenzie wanted to thank Director of Planning, Betsey Vennell for putting this information together and was done with minimum consulting work and keeping the cost low.

-NEW BUSINESS-

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 receive 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. The Board was asked to review the draft policy and come to the next meeting with any changes they would like to see. The regular events at the park have begun to call about scheduling their event this summer and it is important that a policy be adopted soon.

Riverwoods North East – Public Works Agreement Extension

Mrs. Cook-Mac Kenzie presented a request for the Town of North East to extend the Public Works Agreement (PWA) with Riverwoods at North East (apartment complex) in March 2014. The PWA expires January 31, 2016.

The Riverwoods project received a satisfactory preliminary inspection of the site in September 2015. Pursuant to the PWA, the project will receive a final inspection in December 2016, at which point, the Town will accept a deed of conveyance for the water line. This extension request is expected to be a sufficient amount of time to bring us through that process.

A motion to approve the Riverwoods North East Public Works Agreement Extension was made by Commissioner Braley, seconded by Commissioner Crothers-Moore and approved by all.

-MISCELLANEOUS-

Mayor McKnight acknowledged the snow that was received the weekend of January 23, 2016. Mayor McKnight thanked all that participated, Maintenance Supervisor Phillip Meekins, Mr. John Hamilton, North East Fire Company, Ron Carter, Superintendent, Water Department, North East Police Department and Town Administrator Melissa Cook-MacKenzie. Mayor McKnight wanted to acknowledge these individuals publically.

Commissioner Crothers Moore stated this was a difficult storm, and thanked all the individuals that kept the town moving forward.

Mrs. Cook Mac-Kenzie presented a memo that was posted on properties which did not remove the snow from their sidewalks. Per Maintenance Supervisor Phillip Meekins, all sidewalks are cleared for the passage of the children for the reopening of school on Thursday, January 28, 2016.

-APPROPRIATIONS-

A motion to approve Purchase Order No. 12716-01 to Entech Engineering, in the amount of \$11,103.70 for Engineering and Miscellaneous Engineering, was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 12716-02 to Cecil County Department of Emergency Services, in the amount of \$ 36,192.00 for FY-2016 Communications Operating Cost July 1, 2015 thru June 30, 2016, was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

A motion to approve Purchase Order No. 12716-03 to Nichols Excavating Inc., in the amount of \$ 30,376.00 for Service Line Repair, Main Repair, Update Crock and Install New Hydrant and Valve, was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the invoices presented tonight for payment was made by Commissioner Braley, seconded by Commissioner Crothers-Moore 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 7:45 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Head Clerk