

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

March 9, 2016

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

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of February 10, 2016 was made by Commissioner Kline, seconded by Commissioner Crothers-Moore, Commissioner Stark abstained from voting as he was not present for the February 10, 2016 meeting. The minutes were approved by all.

GUEST-

North East High School & Fair Hill Nature Center – Donating Planting at North East Community Park

Jodie Shivery, Ecologically Sound Landscapes and Karen Aspinwall, Representative from North East High School gave a brief description of landscape design, landscape and plantings at the North East Community Park be completed by North East High School Students.

In 2015 the Mayor and Commissioners approved a rain garden to be planted at North East Community Park in as storm water remediation as required for the construction of the revetment at the North East Community Park. The Master Gardeners group from Cecil County have volunteered to plant the rain garden at the end of March 2016. In conjunction with the rain garden, Ms. Shivery proposed an additional planting strip at the top of the bank by the Jackson House. The proposed area is still within the designated planting area where the rain garden is being planted. The proposed plantings will assist to stabilize the bank. This area would also be planted by the Master Gardeners when they plant the rain garden in March. The total cost of the plants is proposed at \$405.00 or less, and would be paid for by the Town.

Anna Marie Denver, Relay for Life

Anna Marie Denver, Volunteer Event Leadership Relay for Life, stated the relay will take place on May 20-21, 2016 at Elkton High School. This year is the 20th Year for the event. Ms. Denver encouraged the Town of North East to participate in the event. The board agreed they would support the event and participate.

Jeff Isaacs, North East Volunteer Fire Company – Memorial at North East Community Park

Mayor McKnight had 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.

Mr. Jeff Isaacs, Mr. Cody Wright and Mr. Shaun Day all Committee Members from the North East Volunteer Fire Company. Also present with the Committee Members, Mr. Jeffrey Nowland, Nowland Associates. Mr. Nowland stated this project is a, “Goodwill Project” and will be funded primarily by fundraising. The committee is thinking of selling bricks for the base of the memorial and having names engraved on top.

Commissioner Stark questioned the Committee about the proposed location of the memorial. Mr. Nowland stated the diagram that was received was not the final proposed location, just an example the committee has not picked a final location to propose.

Commissioner Kline asked the Committee, who is the Memorial intended to honor. Mr. Isaacs stated there are several Memorials throughout the area, Ocean City Maryland and Annapolis. Mr. Isaacs stated originally it was going to honor the military, police officers and firefighters. But after looking into the cost, the Committee Members narrowed it down to firefighters. It would be for firefighters throughout the county whether past, present. Commissioner Kline asked Mr. Isaacs if the Committee has looked at other parts of the county that would be more appropriate for the memorial. Mr. Isaacs stated they felt the North East Community Park would be the best location because the project is being organized by the North East Fire Company. Mr. Day said the park is the ideal place for this Memorial because of all the events that are held in the North East Community Park.

Mayor McKnight directed the Director of Planning, Maintenance Supervisor, and Chief of Police to work with the Fire Company to determine appropriate alternate locations for the memorial and to work with the fire company on the size of the memorial. Mayor McKnight asked Jodie Shivery, Ecologically Sound landscapes to be part of the process for planning any remediation projects that would be required for the memorial to be placed in the park.

-APPOINTMENTS-

None.

-PUBLIC COMMENT-

None.

OATH OF OFFICE-

Mayor McKnight administered the Oath of Office to Commissioner Hilary Crothers-Moore on March 9, 2016. Her term expires in March 2018.

INTRODUCTION OF RESOLUTION AND ORDINANCES-

None.

ADOPTION OF RESOLUTION AND ORDINANCES-

Resolution 2016-02-01 – Records Retention and Disposal Policy

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 the resolution was scheduled for a vote on February 24, 2016, which the meeting was cancelled due to a lack of a quorum. Mayor McKnight requested for the board to review and will discuss further and the next scheduled board meeting, March 23, 2016. Mayor McKnight also requested for the town's attorney, Mr. Dennis Clower Esq., to review.

The Director of Finance and Administration invited the Board to contact him prior to the next Board meeting with any questions. There is no action required this evening.

REPORTS-

Mayor McKnight

Mayor McKnight reported he administered the Oath of Office to Commissioner Eric B. Braley on Friday February 26, 2016. His term expires in March 2019.

Mayor McKnight reported he attended Planning and Commission Meeting on Tuesday March 1, 2016. Mayor McKnight stated he is very impressed on the concepts of the change of plans and very pleased of all that are on the Planning Commission Panel.

Commissioner Kline

None.

Commissioner Crothers-Moore

None.

Commissioner Stark

None.

Director of Finance and Administration, Ken Natale

Mr. Natale reported FEMA has agreed to the Disaster Declaration for Winter Storm Jonas. There will be a meeting on Friday April 1, 2016, located at the Cecil County Administration Building, 200 Chesapeake Boulevard, Elkton Maryland to discuss the possibility of reimbursement of expenses incurred during the storm.

Mr. Natale reported the water meter replacement project is nearing completion. The second base station has been installed on the Bayview Water Tower. Mr. Natale ran a test billing on Tuesday March 8, 2016, there were 141 meters that were unable to get a reading from (5.4%), Sensus guarantees the Town will be able to hear 98% at all times. There is still work to be done to bring the 5.4% failure rate down to 2%. The staff is working with the subcontractors to determine what needs to be done at the 141 locations that failed to read and who responsibility it is to fix the problems.

Mr. Natale reported work on the Fiscal Year 2017 budget has begun, each Department Head is working on their budget requests now. Once all requests are received and the total budget request is known a workshop will be scheduled. The assessable base numbers were received from the State Department of Assessments and Taxation for next year. The estimated taxable assessable base is \$309,471.387. This will result in an additional \$29,000 in property tax revenue if the tax rate is held at \$0.48, which is almost exactly the amount of the increase in the five year budget projection model the Board received in November. This year is the first in a long time the town is subject to the requirements of the Constant Yield Tax Rate Law. This means the town will need to move the budget calendar forward and there are additional advertising requirements and the town will be locked into a timeline to levy a tax rate based on the advertisement.

Town Administrator, Melissa B. Cook-Mac Kenzie

Mrs. Cook-Mac Kenzie reported Jackson House bid project is out to bid and there is a mandatory pre bid meeting on March 15, 2016. Bids are due by Tuesday, April 5, 2016.

Mrs. Cook-Mac Kenzie reported several months ago Chesapeake Ridge Apartments was a guest speaker at the town board meeting to discuss the irrigation system project. After extensive review of the records and files based on the usage and based on the towns policy that was adopted a year ago. It is the towns opinion they do not need any additional allocation so they will just be preceding and presenting to the town's engineer the actual adjoining plans and they will being tying into the system and creating their own irrigation system on site. Also there are no major facilities due or any connection fees subject to.

Mrs. Cook-Mac Kenzie reported State Highway Bridge Project is suspended and the only statement on their website is "work has been temporally suspended and will resume in the spring." Ms. Cook-Mac Kenzie advised there has been litigation between the contractor and the state. And until that is resolved will not see the contractors back on site. Mayor McKnight has had conversation between with the site engineer and there was no projective date. Mayor McKnight stated the site engineer was bound by confidentiality and could not to speak with him. The Mayor did speak with Delegate Hornberger which did give little detail.

Mrs. Cook-Mac Kenzie reported two follow up meetings with Chesapeake Utility, this has been approved. Now working towards the next step of getting Chesapeake Utility in to meet with the board so they can share their plans and proposed plans for construction.

Mrs. Cook-Mac Kenzie reported she has attended two C N A staff meetings, Department Head Meetings, Director of Planning. Meeting with Mr. Kenneth Simmers in regards to relinquishing lease at the Jackson House. They will be meeting at the local VFW, they have grown to such a size the Jackson House is no longer large enough.

Mrs. Cook-Mac Kenzie reported she met with town's engineer and Maintance Supervisor, Phillip Meekins on a punch list for the street/sidewalks project.

Mrs. Cook-Mac Kenzie reported she has been working with Director of Planning and Zoning, Betsey Vennell and the town's attorney, Mr. David Bestie in regards to Ridgely Forest and Chesapeake Club bonds that were called and as of Wednesday, March 9, 2016 they have made significant progress. Mrs. Cook-Mac Kenzie advised they have hired a local engineering firm, McCrone to give information on what work is outstanding. Hopefully the town will continue to see progress.

-UNFINISHED BUSINESS-

Outside Agency Funding Policy

Mr. Natale reviewed the proposed 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 establishing reporting requirements to ensure taxpayer's money is not wasted.

A motion to approve the Outside Agency Funding Policy was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and approved by all

-NEW BUSINESS-

Mayor McKnight stated he wants the Town of North East to participate in “Paint Your Town Purple” for the Relay for Life by decorating the windows in Town Hall and if possible putting purple film in the street lights.

Amendment to Special Events & Festivals Leasing Policies – North East Community Park

Director of Finance and Administration on behalf of the Special Events Committee recommended changes to Park Leasing Policy. The recommended change deals with section III(b) of the policy. The proposed new language would be “Zone three will not be leased for private events unless the event organizer can show at least two (2) of the following: Event organizers will not charge an entrance fee to the event, and closing the entirety of the park is required for public safety or the event has historically drawn more than one thousand five hundred (1,500) people.”

A motion to approve Special Events & Festivals Leasing Policy Amendment Request was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

Irishtown Pump Station Roof Replacement Bid Award:

Mrs. Cook-MacKenzie stated the mandatory pre bid conference on the replacement of the Irishtown Pump Station Roof was held on February 3, 2016. The lowest bid was from Morgan Dane with an amount of \$4,850.00 with a contingency of \$950.

A motion to approve Irishtown Pump Station Roof not exceeding \$5,800.00 was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

Maryland Department of Transportation – 2016 Request Letter:

Mrs. Cook-MacKenzie introduced the draft Maryland Department of Transportation 2016 Request Letter. This is a request for The Town of North East to participate in the annual Maryland Department of Transportation Tour Meeting.

The Town Administrator is requesting the Board to make a comments and approval. Than it will be amended and submitted to the Board prior to the next Board Meeting on Wednesday March 23, 2016 for approval. Ms. Cook-Mac Kenzie no action required this evening.

North East Community Park Planting Plan – Planting Donation from Fair Hill Nature Center Grant:

A motion to approve North East Community Park Planting Plan and Planting Donation from the Fair Hill Nature Center was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

Town Administrator North East Community Park Planting Plan – Jackson House Rain Garden:

A motion to approve North East Community Park Planting Plan Jackson House Rain Garden not exceeding \$500.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

Authorization for Disposal of 2002 Ford F-350 Truck and 2009 Crown Victoria:

Both vehicles would be sold locally, Richie Brothers Auction which has been more profitable for the town than the reverse bid process. The next upcoming auction, Thursday March 17, 2016.

A motion to approve Disposal of 2002 Ford F-350 Truck and 2009 Crown Victoria was made by Commissioner Stark, seconded by Commissioner Kline and approved by all.

-MISCELLANEOUS-

Mayor McKnight received, Proclamation Request for The Promise Walk for Preeclampsia. After discussion, in order to avoid setting a precedent and being inundated by requests for proclamations, the Mayor and Commissioners declined to issue the requested proclamation, although they recognize the severity of the condition.

Chief Hamilton and Mayor McKnight celebrated Dr. Sues Day by reading books to the children, North East Elementary School.

-APPROPRIATIONS-

A motion to approve Purchase Order No. 030916-01 to C.N.A., in the amount of \$6,500.00 for General Service was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Purchase Order No. 030916-02 to Entech Engineering, in the amount of \$6,639.75 for Engineering and Misc. Engineering was made by Commissioner Stark, seconded by Commissioner Kline and approved by all.

A motion to approve Purchase Order No. 030916-03 to L/B Water Services, Inc., in the amount of \$6,259.94 for 1” meters and transmitters and Supplies to lock meters was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Purchase Order No. 030916-04 to Nichols Excavation INC., in the amount of \$9,021.00 for Main Repair – 27 Ridge Run and Service Replacement – 103 Inverness Drive was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

A motion to approve the invoices presented for payment was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and approved by all.

-BUSINESS FROM THE FLOOR-

Grace Miller, 403 Merrey Street expressed her opinion on the new recyclables policy from the Solid Waste Management Division. She is concerned that less people will recycle per the new restrictions.

Jodie Shivery, Ecologically Sound Landscapes requested the Mayor and Commissioners consider re-grading the field in the North East Community Park to eliminate the puddles that form after a heavy rain and direct that water into the rain garden being installed by the North East High School Students.

-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 8:10 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Head Clerk