

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

March 23, 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, Eric Braley 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, Superintendent Ronald Carter, and Finance Clerk Tina Holmes. Absent from the meeting was Head Clerk Stephanie Racine-Dean.

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of March 9, 2016 was made by Commissioner Kline, seconded by Commissioner Crothers-Moore, Commissioner Braley abstained from voting as he was not present for the March 9, 2016 meeting. The minutes were approved by all.

GUEST-

Debbie Shears, Weiner Benefits Group –Insurance Update

Debbie Shears introduced herself to the board and introduced the new Benefits Administration System, Maxwell Health. Mayor McKnight questioned ease of use. Debbie Shears and Town Administrator Melissa Cook-Mac Kenzie assured the Board there is a plan in place to support employees. Ms. Shears thanked the board for the opportunity.

-APPOINTMENTS-

None.

-PUBLIC COMMENT-

None.

OATH OF OFFICE-

INTRODUCTION OF RESOLUTION AND ORDINANCES-

Ordinance 2016-03-01 – Vendors at the North East Community Park

Town Administrator, Melissa Cook-Mac Kenzie informed the board that Ordinance 2016-03-01 was going to be tabled at this time. She stated that two or three pages of comments were received from the Town's Attorney, Dennis Clower. The document needs to be re-circulated to Department Heads. Betsy Vennell, Director of Planning and Zoning will resubmit it to the board in advance of the April 13 meeting.

ADOPTION OF RESOLUTION AND ORDINANCES-

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

Director of Finance and Administration Ken Natale informed that proposed changes were made in the document. Mr. Natale stated that Department Heads reviewed their schedules and signed off on them. Town Administrator Melissa Cook-Mackenzie was in agreement. Mr. Natale assured Mayor McKnight that the Town's Attorney Dennis Clower is comfortable with the document. Motion to approve Resolution 2016-02-01 as presented was made by Commissioner Stark, seconded by Commissioner Kline and approved by all.

REPORTS-

Mayor McKnight

None.

Ronald Carter, Superintendent, Water Department:

Mr. Carter gave the monthly Rolling Mill Water Plant report for the month of January 2016. The plant produced a total of 10,830,300 gallons, this equates to 373,459 gallons per day. The average raw water turbidity was 5.77 NTU. The maximum daily finished water turbidity averaged .14 NTU, with low and high values of .07 NTU and .23 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 1.63 mg/L, while the low and high values of finished water chlorine residual was 1.10 mg/L and 2.04 mg/L, respectively.

Mr. Carter gave the monthly Leslie Water Plant report for the month of January 2016. The plant produced a total of 6,828,800 gallons, this equates to 220,284 gallons per day. The average raw water turbidity was 5.28 NTU. The maximum daily finished water turbidity averaged .07 NTU with low and high values of .09 NTU and .09 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 1.81 mg/L, while the low and high values of finished water chlorine residual have been 1.53 mg/L and 2.07 mg/L, respectively.

Mr. Carter gave the monthly Rolling Mill Water Plant report for the month of February 2016. The plant produced a total of 9,942,500 gallons, this equates to 342,845 gallons per day. The average raw water turbidity was 18.15 NTU. The maximum daily finished water turbidity averaged .13 NTU, with low and high values of .08 NTU and .23 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 1.64 mg/L, while the low and high values of finished water chlorine residual was .96 mg/L and 2.15 mg/L, respectively.

Mr. Carter gave the monthly Leslie Water Plant report for the month of February 2016. The plant produced a total of 6,665,100 gallons, this equates to 229,831 gallons per day. The average raw water turbidity was 14.72 NTU. The maximum daily finished water turbidity averaged .09 NTU with low and high values of .07 NTU and .14 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 1.81 mg/L, while the low and high values of finished water chlorine residual have been 1.53 mg/L and 2.07 mg/L, respectively.

Commissioner Kline asked if there were any unusual occurrences and Mr. Carter answered that compared to other towns, he thought North East made out pretty well in regards to water main breaks. Mayor McKnight asked if there were any anticipated problems that the Board needs to be made aware of. Mr. Carter replied that there were none that he could think of.

Commissioner Kline

None.

Commissioner Crothers-Moore

None.

Commissioner Stark

None.

Director of Finance and Administration, Ken Natale

Mr. Natale reported that water billing for March Quarter is underway. He is hoping that 95% of readings will be via radio read. He will know more next meeting on how successful that was. He stated that there should still be a 3% increase.

Mr. Natale reported that he has been working on the 2017 budget. He thanked all Department Heads for their input and answers to his questions. He would like to schedule a budget workshop in April as budget needs to be finished by the first Board Meeting in June. April 13th at 5:00 is the proposed budget workshop. Commissioner Braley will confirm the date and it will be scheduled. April 20th will be the alternate date for the workshop. Subsequent to the meeting Commissioner Braley confirmed his availability to attend the April 13 Budget Workshop.

Town Administrator, Melissa B. Cook-Mac Kenzie

Mrs. Cook-Mac Kenzie reported that she had a formal meeting with Kathy Kunda and Interim Executive Director Derek Dewitt regarding Boys & Girls Club Building.

Mrs. Cook-Mac Kenzie reported that she had a staff meeting with CNA.

Mrs. Cook-Mac Kenzie reported that she attended a Jackson House mandatory pre-bid meeting.

Mrs. Cook-Mac Kenzie reported that she attended a Chamber of Commerce meeting.

Mrs. Cook-Mac Kenzie reported that she attended Department Head meetings.

Mrs. Cook-Mac Kenzie reported that there is a meeting on April 7, 2016 at 1:00 PM with Steve Nolan and North East Fire Department in reference to Fire Company memorial.

Mrs. Cook-Mac Kenzie reported that a letter was received from the Towns Attorney Dennis Clower regarding Chesapeake Club bond that has been called in. It is progressing as we would like.

Mrs. Cook-Mac Kenzie informed the Board that the Town received a letter from Barbra Smith who is on committee with Cecil County Health Department designating April as Child Maltreatment Prevention month. We have agreed to allow them to place pinwheels, as they are their recognized symbol, in flower beds coming into and leaving town limits. Also they will place them here at Town Hall.

Mrs. Cook-Mac Kenzie reported that we have received word from the developer on North East Commons that they have executed the agreement with Traffic Concepts and are proceeding with the traffic impact study. They thanked the Town and Planning Commission for their cooperation and communication.

-UNFINISHED BUSINESS-

Maryland Department of Transportation – Request Letter

Town Administrator, Mrs. Cook-MacKenzie, asked if there were any comments for the Maryland Department of Transportation Annual Request Letter. There were no questions or comments from the Board.

Chesapeake Utilities Franchise Agreement

Mrs. Cook-Mac Kenzie reported two follow up meetings with Chesapeake Utilities, the franchise agreement has been approved. Now they are working towards the next step of getting Chesapeake Utility to meet with the Board so they can share their plans for construction.

Chesapeake Utilities is having trouble getting her a Word version of the document. Based on the Towns Attorney Dennis Clower's recommendations for language changes, she has added those to the documents and put initial lines for the franchisee as well as the town.

A motion to approve Chesapeake Utilities Franchise Agreement as presented, with Town Administrator Melissa Cook – Mac Kenzie's recommendation was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

-NEW BUSINESS-

Election of Vice Mayor

Pursuant to Section 407 of the Charter of the Town of North East, Commissioner Stark made a motion to nominate Commissioner Kline for Vice Mayor. There were no other nominations. A motion to approve Commissioner Kline as Vice Mayor was made by Commissioner Crothers-Moore, seconded by Commissioner Braley and unanimously approved.

Water Allocation Extension Request – Lands of Remle, Inc.

Mrs. Cook-MacKenzie reported the Planning Office received a request to extend an existing Water Service Agreement for additional two years, three lots, 1, 3, 4 Parcel 801,

802 and 803 on Lands of Remle, Inc. These lots are located on the corner of Leslie Road and Nazarene Camp Road. This project commenced in 2000, extensions have been granted throughout the years, with the last extension approved in April 2012, expiring April 2016. Ready to Serve fees are paid to date, the staff recommends approval of the extension request.

A motion to approve Water Allocation Extension – Lands of Remle, Inc. was made by Commissioner Braley, seconded by Commissioner Kline and approved by all.

Public Works Agreement Extension Request – St. John Properties, LLC for North East Commerce Center Lot 7b

Mrs. Cook-MacKenzie reported the Planning Office received a request to extend an existing Public Works Agreement for the North East Commerce Center/Lot 7B. Their last extension request was granted by the Mayor and Commissioners on March 26, 2014. The Water Service Agreement associated with the proposed Site Development Plans is current. Ready to Serve fees are paid to date, the staff recommends approval of the extension request.

A motion to approve 2 year Public Works Agreement Extension - St. John Properties, LLC for North East Commerce Center Lot 7b was made by Commissioner Stark, seconded by Commissioner Kline and approved by all.

Public Works Agreement Extension Request – St. John Properties, LLC for North East Commerce Center Drive and Cul-de-Sac

Mrs. Cook-MacKenzie reported the Planning Office received a request to extend an existing Public Works Agreement for the North East Commerce Center Drive/Cul-de-Sac. Their last extension request was granted by the Mayor and Commissioners on March 26, 2014. The staff recommends the approval of their request.

A motion to approve 2 year Public Works Agreement Extension – St. John Properties, LLC for North East Commerce Center Drive and Cul-de-Sac was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

Policy and Procedures for Vendor at the North East Community Park – Introduction

Introduction to Policy and Procedures for Vendors at the North East Community Park was tabled because the Ordinance was tabled.

North East Fire Company Tax Credit Request

North East Fire Company received a property tax bill for tax year 2015 for the leased Hall, including State of Maryland, Cecil County and Town of North East property taxes. Mayor McKnight stated that it was his understanding that Cecil County granted a credit to their portion. Director of Finance and Administration Kendrick Natale reported that the taxable portion is for the Chesapeake Ballroom and the kitchen in the amount of \$1,451.76. Town Administrator Melissa Cook-Mac Kenzie reported that the Mayor and Commissioners have the authority to grant a credit towards the Town of North East portion of the tax bill by the passing of an ordinance. If the Mayor and Commissioners direct her to do so, Mrs. Cook-Mac Kenzie will draft an ordinance to be introduced at the April 13, 2016 meeting. President of the North East Fire Company Mr. Sean Day addressed the Board and reported on the Fire Company's finances and clarified the lease agreement. The Mayor and Commissioners directed Ms. Cook-Mac Kenzie to draft the ordinance.

-MISCELLANEOUS-

A motion to declare April as Fair Housing Month was made by Commissioner Braley, seconded by Commissioner Crothers-Moore and approved by all.

Maintenance Supervisor, Phillip Meekins asked the Board for permission to put blue film on the lights at Town Hall for the Month of April in recognition of Autism Awareness Month. By Board consensus, permission was granted.

-APPROPRIATIONS-

A motion to approve Purchase Order No. 03232016-01 to Entech Egeeneering, in the amount of \$5,928.94 for Engineering and Miscellaneous Engineering relating to water meter replacement project was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 03232016-02 to Morgan Dane Contractors, in the amount of \$6,388.34 for Irishtown Pump Station Repairs as presented 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 Kline, seconded by Commissioner Crothers-Moore 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 Stark, and approved by all. The meeting adjourned at 7:49 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Tina Holmes, Finance Clerk