

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

April 13, 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 Town Administrator Melissa B. Cook-Mac Kenzie, Director of Finance and Administration Kendrick Natale, and Head Clerk Tina Holmes. Absent from the meeting was Chief of Police Darrell Hamilton, Maintenance Supervisor, Phillip Meekins.

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of March 23, 2016 was made by Commissioner Stark, seconded by Commissioner Kline. The minutes were approved by all.

GUEST-

-APPOINTMENTS-

None.

-PUBLIC COMMENT-

None.

OATH OF OFFICE-

INTRODUCTION OF RESOLUTION AND ORDINANCES-

Ordinance 2016-04-01 – North East Volunteer Fire Company Real Property Tax Credit
Mayor McKnight asked the board for any questions in regards to the proposed ordinance. The Mayor also stated we will be happy to do this and vote on at the next Town Board Meeting, Wednesday April 27, 2016.

Ordinance 2016-04-02 – Allowing Food and Non-motorized Recreational Rental Vendors at the North East Community Park

The Town Administrator introduced the ordinance any questions on the ordinance should be directed to the Town Administrator or Director of Planning, a vote on the ordinance is scheduled for Wednesday, April 27, 2016.

ADOPTION OF RESOLUTION AND ORDINANCES-

REPORTS-

Mayor McKnight

Mayor McKnight reported he has made multiple calls to the State Highway and Administration in regards to the bridge project and received no information. The Mayor has been told they cannot speak with him, it has become a legal matter. Mayor McKnight spoke with Maryland State Delegate Hornberger and Cecil County Executive Tara Moore for their input and guidance in this matter. Both officials were also told it is a legal matter. State Highway insists they will meet the deadline. Mayor McKnight was advised by State Highway, this will be no cost to the tax payers in regards to the three month delay.

Mayor McKnight reported he attended the North East Volunteer Fire Department Board of Directors Meeting on Monday, April 11, 2016. The Mayor received excellent information and thanked the President, Mr. Shawn Day. Mayor McKnight is looking forward to working with the North East Fire Company in the near future.

Commissioner Kline

None.

Commissioner Crothers-Moore

None.

Commissioner Stark

None.

Commissioner Braley

Commissioner Braley entered into the record the February and March breakdown for the Planning and Zoning Department.

Director of Finance and Administration, Ken Natale

Mr. Natale reported on the Town of North East General Fund and Water Fund Profit and Loss Statement through the month of February 2016.

Mr. Natale reported that the Police Department was awarded a \$500.00 grant for Tobacco Compliance.

Town Administrator, Melissa B. Cook-Mac Kenzie

Mrs. Cook-Mac Kenzie reported on the various meetings she attended.

Mrs. Cook-Mac Kenzie reported she sent a letter to the County in regards to support of the Neighborhood Youth Panel Program.

Mrs. Cook-Mac Kenzie reported she is in the process of reviewing the Jackson House bid.

Mrs. Cook-Mac Kenzie reported the Town has received the Sustainable Communities designation from the State of Maryland.

-UNFINISHED BUSINESS-

None.

-NEW BUSINESS-

North East Community Park Lease Approval – North Chamber of Commerce Fishing Tournament

Mr. Natale reported the North East Chamber of Commerce submitted an application to the Special Events Committee for approval to use of Zone 2 (waterfront by dock) only for an event the Chamber has sponsored, The ABA Fishing Tournament – Ram Truck Open Series. The event will be held on Saturday April 23, 2016 and Saturday June 18, 2016.

A motion to approve the lease with the North Eat Chamber was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

Advanced Metering Infrastructure (AMI) Service and Support Contracts Agreement
Maintenance Agreements Addendum #1

Mrs. Cook-MacKenzie reported that unless specially referenced in Addendum #1, all conditions of the original agreement dated August 20, 2014 will remain in effect. In

Exhibit A is hereby modified to include a second Metro 50 Base Station. Total Extended Warranty Program Costs covering 2 base stations for the first 10 years in \$26,353.74.

A motion to approve, Advanced Metering Infrastructure (AMI) Service and Support Contracts Agreement Maintenance Agreements Addendum #1 was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

SRP Group LLC, Water Service Agreement Extension Request – February 2011, signed June 21, 2011

Mrs. Cook-MacKenzie reported the Planning Office has received a request to extend an existing Water Service Agreement for 360 gallons per day for an additional two years. The ready to serve fees have been paid to date. The office recommends approval of the extension request.

A motion to approve, SRP Group LLC Water Service Agreement Extension was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

Amendment to Records Retention & Disposal Schedule

Mrs. Cook-Mac Kenzie reported that she attended a meeting along with Mayor McKnight with Kevin Karpinski, Attorney at Law Karpinski, Colaresi and Karp, P.A. in regards to a slight change to Records Retention & Disposal Schedule. As a result, the attorney would like the office to retain employment applications for four years not one year. The Town Administrator would like to follow the recommendation and requested the board amend the Records Retention and Disposal Schedule.

A motion to approve, Amendment to Records Retention & Disposal Schedule was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and approved by all

Personnel Matter – Job Description and Progression Scale re: Water Plant Operator Trainee

Mrs. Cook-Mac Kenzie introduced to the board, the job description and progression scale for the Water Plant Operator Trainee position. Mrs. Cook-MacKenzie requested the Board review the job description and progression scale and state it will be on the agenda for a vote on Wednesday April 27, 2016.

-MISCELLANEOUS-

Mr. Natale reported the Special Events Committee approved the application, Chevelle Car Show held at the North East Community Park on Saturday, June 25, 2016.

-APPROPRIATIONS-

A motion to approve Budget Fiscal Year 2015-2016 Budget Amendment 2016-005 was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 04132016-001 to L/B Water Services, Inc., in the amount of \$75,918.37 for Support Logic Annual Fee and Extended Maintenance Base Station as presented was made by Commissioner Stark, 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 Stark and approved by all.

-BUSINESS FROM THE FLOOR-

Robin Crothers, 778 Warburton Road Elkton, Maryland 21921 expressed her concerns in regards to the water bill for March 2016 quarter. Ms. Crothers is concerned on how the new meter is reading.

-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 7:25 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Head Clerk