

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

April 27, 2016

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 PM. Present were Commissioners Michael Kline and Hilary Crothers Moore. 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 Betsy Vennell Director of Planning. Absent from the meeting were Head Clerk Stephanie Racine-Dean, Commissioner Paul Stark and Commissioner Eric Braley.

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

April 13, 2016 – Regular Meeting

A motion to approve the minutes of April 13, 2016, regular meeting, was made by Commissioner Crothers-Moore, seconded by Commissioner Kline.

April 13, 2016 Budget Workshop

A motion to approve the minutes of April 13, 2016, Budget Workshop, was made by Commissioner Kline, seconded by Commissioner Crothers-Moore.

-GUESTS-

None.

-APPOINTMENTS-

None.

-PUBLIC COMMENT-

None.

-OATH OF OFFICE-

None.

-INTRODUCTION OF ORDINANCES-

Ordinance 2016-04-03 – Mayor and Commissioners Compensation

Mrs. Cook-MacKenzie reported that Ordinance 2016-04-03 formalizes a Town policy which has been in place for more than three decades and reported that the Town's Auditor recommended adopting the policy by Ordinance. The proposed Ordinance provides compensation for the Mayor and Commissioners with a minimum water bill regardless of usage each quarter for their residence and provides a Fifty Dollar (\$50.00) annual gift card for the Mayor and Commissioners.

-ADOPTION OF RESOLUTION AND ORDINANCES-

Ordinance 2016-04-01 – North East Volunteer Fire Company Real Property Tax Credit

Mr. Natale reported that Ordinance 2016-04-01 represents a tax credit which was requested by the North East Fire Company for the commercial portion of their property, the Chesapeake Ball Room. Commissioner Kline made a motion to approve Ordinance 2016-04-01. Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

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

Mayor McKnight reported that Ordinance 2016-04-02 will be tabled until the full Board could be present for the Meeting. Commissioner Crothers Moore and Commissioner Kline had no comments regarding the Ordinance. Mrs. Cook-MacKenzie reported that she and the Director of Planning met with Kelly Benson this week regarding the draft Ordinance.

Mr. Kelly Benson, 10 North Main Street, North East, Maryland requested to comment on the draft Ordinance:

Mr. Benson commented on the storage option for the non-motorized water craft at the North East Community Park and presented a photograph with assorted storage options for kayaks which he hopes to utilize, should he be awarded the contract through the Town bid process. Mr. Benson stated that the storage options are not permanent structures, nor are they obtrusive for water views. Mayor McKnight was concerned about the kayaks

being stored at the North East Town Park overnight. Mr. Benson reported that the kayaks would have a chain run through them, and stated he was not concerned about theft.

-REPORTS-

Mayor McKnight

Mayor McKnight attended the Cecil County Tourism Partner Appreciation Breakfast and reported that the North East Police Chief was given an award for Partner of the year.

Commissioner Kline

Commissioner Kline submitted the Maintenance Department report for February 2016 and March 2016.

Commissioner Crothers-Moore

None.

Ron Carter, Superintendent North East Water Department

Mr. Carter reviewed the March 2016 water report, copy attached.

Mr. Carter advised that he is anticipating receiving a letter from the Maryland Department of the Environment regarding the Town of North East water system exceeding the Maximum Contaminant Level (MCL) for Haloacetic Acids (HAA5) by 0.6 parts per billion at 735 Red Toad Road for the monitoring quarter ending October 2015. Haloacetic acids are disinfection byproducts that are formed when chlorine is added to a drinking water source with naturally occurring organic matter.

Mayor McKnight requested that Mr. Carter return to the Town Board in May 25, 2016 with a plan action to address the situation.

Fire Hydrant Standard – Request for Change

Mr. Carter reported that he would like to change the type of hydrant the Town currently uses, from a Kennedy Guardian K81 to the Kennedy Insert Hydrant. The proposed hydrant would eliminate the need for future excavations when a hydrant is replaced, by allowing the hydrant to remain in place without digging up concrete and replacing concrete. Mr. Carter believed this would be especially beneficial in areas where the hydrant has been installed in sidewalk areas. Mr. Carter reported that the initial cost is higher, however, the replacement costs involved are much less. The average cost to replace a hydrant now is approximately \$6,000.00. To replace using the proposed hydrant

would be less than \$3,000.00. Mr. Carter reported that the company who supports the new hydrant is Kennedy, which has history as a long standing company. Mayor McKnight reported that the Board would discuss this matter again during their May 11, 2016 meeting.

Director of Finance and Administration, Ken Natale

1. Meter Replacement Project: The meter replacement project is progressing and the vendor reports that there are only hardware concerns and warranty issues remaining, with 50 which need to be resolved.
2. Website: The creation of a new Town website is progressing, and it is hoped it will be up and running at the end of May.
3. FEMA Reimbursement: The FEMA reimbursement for snowstorm Jonas has been submitted.
4. Constant Yield: The advertisement for the Town's Constant Yield Rate will be advertised in the paper on Wednesday, May 4, 2016.

Town Administrator, Melissa B. Cook-Mac Kenzie

Meetings attended by Mrs. Cook-MacKenzie:

1. Subdivision Regulations Review with Director of Planning – Two meetings
2. North East Chamber Board of Directors Meeting
3. Department Head meetings – Two Meetings
4. Hudson Benson, owner of Port House Grill, 15 North Main Street and Director of Planning regarding the North East Comprehensive Plan. Transportation Plan
5. Christie McDevitt, North East Chocolates, 24 South Main Street. North East Chamber matters.
6. North East Chamber of Commerce Business meeting
7. Ron Carter and ENTECH Engineering Firm regarding I-95 Tank
8. Personnel Attorney regarding a Personnel matter
9. Mayor McKnight and Mr. Mussleman, 301 Pennsylvania Avenue. Complaint
10. Kelly Benson, 10 North Main Street, Proposed Vendor Ordinance, and Director of Planning
11. ENERWA Meeting: Rain Garden Project in Town Hall Parking Lot
12. CNA Staff Meeting
13. Budget 2016-17: Meeting with various Department Heads
14. Cecil County Tourism Partner Appreciation Breakfast
15. Chamber President, Pat Lynch and Chief Hamilton
16. Director of Planning, Water Plant Superintendent, representatives of Northwoods Development.

17. Ridgely Forest Bond Status: Director of Planning, Town Attorney(s), County Officials

Mrs. Cook-MacKenzie also reported the following:

1. Street and Sidewalk Project: Punch list work will begin May 4 or 5, 2016.
2. SHA Church Street/Irishtown Road Sidewalk Project on Mauldin Avenue will begin 'staging' week of May 2, 2016.
3. Rain Garden construction at the North East Town Hall Parking Lot will begin the week of May 9, 2016
4. Chesapeake Utilities Corporation-Franchise Agreement is on the Public Service Commission's agenda May 11, 2016.

-UNFINISHED BUSINESS-

Mayor McKnight

Mayor McKnight reported he recently spoke with Councilman Robert Hodge regarding the State Highway Administration Route 272 Bridge over Amtrak Project. None of the officials have been able to get any information regarding the project.

Town Administrator

Resolution 2016-04-02 Progression Scale for Water Plant Operator Trainee

Commissioner Kline made a motion to approve Resolution 2016-04-02 Progression Scale for the Water Plant Operator and the job description. Commissioner Crothers-Moore seconded and motion was approved by all.

-NEW BUSINESS-

None.

-MISCELLANEOUS-

North East Tourism Month Proclamation:

Mrs. Cook-MacKenzie reported that the Town of North East has prepared a proclamation proclaiming May 2016 Tourism Month. Mrs. Cook-MacKenzie reported that Tourism Signs will be posted at the North and South Island of North East.

-APPROPRIATIONS-

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 7:38 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Betsy Vennell, Director of Planning