

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

May 11, 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, Paul Stark 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, Director of Planning Betsy Vennell and Head Clerk Stephanie Racine-Dean.

The Pledge of Allegiance was recited.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of April 27, 2016 was made by Commissioner Kline, seconded by Commissioner Crothers-Moore, Commissioner Braley and Commissioner Stark abstained from voting as they were not present for the April 27, 2016 meeting. The minutes were approved by all.

**-GUESTS-**

None.

**-APPOINTMENTS-**

None.

**-PUBLIC COMMENT-**

None.

**-OATH OF OFFICE-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

Town Board Approved Minutes May 25, 2016

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

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

Ordinance 2016-04-02, Article 7 Food and Non-Motorized Recreational Rental Vendors at the North East Community Park, Section 4-704. Food Vendors and Section 4-705. Non- Motorized Vessel-Recreational Rental Vendors. The

A motion to approve the ordinance was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and approved by all.

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.

A motion to approve the ordinance was made by Commissioner Stark, seconded by Commissioner Kline and approved by all.

Resolution 2016-05-01 – Policy and Procedures – Vendors at the North East Community Park

Mayor McKnight questioned the, "Minimum Bidder Requirements" and the assignment of the lease shall subject to Town approval, and any subsequent leases shall be subject to Town Approval. The Annual Lease Fee is non-refundable. Minimum bid requirement is \$1,200.00 per year for a Food Vendor, \$1,800.00 per year for Recreational Vendors payable in full, within two weeks of award of the bid. Mayor McKnight requested under the heading, "Policy and Procedures" that amendments shall be under the direction of the Town Administrator or Mayor and Commissioners and amend to say, "and" (not or). The Town Board agreed to amend the amounts to \$1,200.00, for Food Vendors and \$1,800.00, Recreational Vendors.

Commissioner Braley made a motion to approve Resolution 2016-05-01. Commissioner Kline seconded the motion. The motion was approved by all.

**-REPORTS-**

Mayor McKnight

Mayor McKnight reported he attended the North East Fire Company Banquet, Saturday May 7, 2016.

Commissioner Kline

None.

Commissioner Crothers-Moore

None.

Commissioner Stark

Commissioner Stark reported he attended the North East Fire Department Banquet on Saturday May 7, 2016.

Commissioner Braley

None.

Director of Finance and Administration, Ken Natale

Mr. Natale reported that shut off notices for the March 2016 quarterly water bills will be mailed Thursday, May 12, 2016. The number of notices being mailed, five hundred and ninety three.

Mr. Natale reported Town of North East has been preliminarily approved for \$8,122.00 grant from the Maryland Department of Natural Resources, Community Parks and Playgrounds to acquire handicap accessible playground equipment. Final approval must be given by the Board of Public Works. Other grant applications related to the Town of North East Community Park were denied.

Mr. Natale reported the Health Insurance Renewal came in at a nine percent increase over the current fiscal year. The town is expecting a quote from the Local Government Insurance Trust to join their Co-Op that quote should be submitted to the town within a week.

Mr. Natale reported the Constant Yield Tax Rate advertisement ran in the Cecil Whig, Wednesday May 4, 2016. No calls have been received in response to date.

Mr. Natale reported that at the next Town Board Meeting on Wednesday, May 25, 2016 there will be a public hearing on the tax rate and budget.

Town Administrator, Melissa B. Cook-Mac Kenzie

None.

**-UNFINISHED BUSINESS-**

None.

**-NEW BUSINESS-**

None.

**-MISCELLANEOUS-**

Chief Hamilton reported the Police Unity Tour from Los Angeles California, visited the North East Community Park on Friday, May 6, 2016.

**-APPROPRIATIONS-**

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 Kline, and approved by all. The meeting adjourned at 7:22 P.M.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Head Clerk