

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

November 22, 2010

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 PM. Present were Commissioners Eric B. Braley, Hilary A. Crothers-Moore, Kena L. Koch, and Paul A. Stark, Town Administrator Melissa B. Cook-Mac Kenzie, North East Police Chief Darrell Hamilton, Maintenance Supervisor Phil Meekins and Clerk/Treasurer Anne Barker.

The Pledge of Allegiance was recited.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the November 10, 2010 Closed Meeting was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

**-GUESTS-**

Dr. Mindy Carletti re: Trap, Neuter, Release Feral Cat Program

Dr. Mindy Carletti presented a power point presentation on the benefits of the Trap, Neuter and Release Program. Cats, once neutered, are tattooed to monitor migration. The group trapping the cats assumes liability. The group is willing to trap cats in the North East Community Park and throughout Town.

**-PUBLIC COMMENT-**

None.

**-REPORTS-**

Ron Carter, Severn Trent

Ron Carter, Severn Trent Facilities Manager, gave the October, 2010 Water Distribution System Monthly Report.

Recently a large number of customers lost water service in the N. Main Street Extended area when a contractor hit a water main. The affected area included Ridgley Forest and Courts of Mallory, businesses along Rt. 40 and Cedar Hill Apartments. Mr. Carter requested permission to install a valve in this area so if a main break occurs in the future, the leak could be isolated and less water customers would be affected. Mrs. MacKenzie suggested the entire water system be examined to see where other valves

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should be installed. Mr. Carter was asked to present his findings at the December 22, 2010 Town Meeting.

Commissioner Stark mentioned fluctuating water pressure in North East Isles. Mr. Carter will check the valves in North East Isles tomorrow to verify that they are all completely open.

### Mayor McKnight

Mayor McKnight and Mrs. MacKenzie met with representatives of American Infrastructure and Entech Engineering on November 19, 2010. Today they met with a potential water customer.

Mayor McKnight read the following report into the record:

On November 10, 2010 at 7:47 PM a motion to adjourn the regular meeting and enter into a Closed Meeting Pursuant to the Annotated Code of Maryland, State Government Article Title 10 Subtitle 5; Section 10-508 (a) (8) consult with staff, consultants or other individuals about pending or potential litigation related to the Town's Water System Improvements Project – Improvements to Rolling Mill Water Treatment Plant – Phase 6 was made by Commissioner Braley, seconded by Commissioner Crothers-Moore and approved by all. The location was the Town Hall Meeting Room, 106 S. Main Street, North East, Maryland 21901.

The Closed Meeting was called to order by Mayor Robert F. McKnight. Present were Commissioners Eric B. Braley, Hilary A. Crothers-Moore, Kena L. Koch, and Paul A. Stark, Town Administrator Melissa B. Cook-Mac Kenzie, and Clerk/Treasurer Anne Barker.

After discussion, a motion to terminate engineering services with Transviron, Inc. as outlined in their August 30, 2006 Agreement for Engineering Services for Phase 6 (Rolling Mill Water Treatment Plant) of the Water System Improvements Project and to hire Entech Engineering, Inc. to perform the duties necessary for contract management in order to bring the project to a close with the contractor, American Infrastructure, was made by Commissioner Braley, seconded by Commissioner Koch and approved by all.

A motion to find Transviron, Inc. in default of their August 30, 2006 Agreement and pursue legal action against them should they not satisfactorily respond was made by Commissioner Crothers-Moore, seconded by Commissioner Koch and approved by all.

### Commissioner Crothers-Moore

Commissioner Crothers-Moore attended the November 18, 2010 North East Chamber of Commerce mixer.

### Commissioner Braley

Commissioner Braley attended the November 18, 2010 North East Chamber of Commerce mixer and the November 18, 2010 Planning Commission Meeting.

Town Administrator

The Town Administrator attended the following meetings since the last Town Board Meeting held on November 10, 2010:

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|-----|---------------------------|--|
| 1)  | November 15 <sup>th</sup> | Department Head Meeting  |
| 2)  | November 15 <sup>th</sup> | Meeting with the Director of Planning  |
| 3)  | November 15 <sup>th</sup> | Meeting with Don Lassahn, P.E. with Morris and Richie Engineering                                |
| 4)  | November 18 <sup>th</sup> | North East Planning Commission Meeting   |
| 5)  | November 19 <sup>th</sup> | Meeting with the Mayor, Severn Trent and Entech Engineering                                      |
| 6)  | November 19 <sup>th</sup> | Meeting with the Mayor, Severn Trent, Entech Engineering and American Infrastructure             |
| 7)  | November 19 <sup>th</sup> | Board of Supervisors of Elections  |
| 8)  | November 22 <sup>nd</sup> | Meeting with the Mayor, Severn Trent and representatives of the development Charlestown Crossing |
| 9)  | November 22 <sup>nd</sup> | Department Head Meeting  |
| 10) | November 22 <sup>nd</sup> | Pre-Bid meeting for connection and activation of the existing generator at Town Hall             |

The Executive Director of Wilmapco will attend the next Town Meeting to present the Regional Transportation Plan for 2040.

**-UNFINISHED BUSINESS-**

Guys Lane – Service Lines

Mrs. Barker has spoken to the plumber hired by Mr. and Mrs. Clifford Guy to install new service lines for the two homes (25 and 28 Guys Lane) connected to the water meter serving 31 Guys Lane.

Residential Christmas Decorating Contest – Establish Date and Time

The Residential Christmas Decorating Contest will be held on December 10, 2010 from 6 PM to 9 PM.

WI-FI Communication and Networking System

The Board will place further consideration of the WI-FI Communication and Networking System presented at the November 10, 2010 on hold.

**-NEW BUSINESS-**

Employee Christmas Bonuses

A motion to approve the Employee Christmas Bonuses pursuant to the Personnel Policy and Procedure Manual was made by Commissioner Braley, seconded by Commissioner Koch and approved by all.

American Infrastructure

A motion to authorize payment of \$39,142.92 to American Infrastructure for Invoices No. 31, 32 and 33 and for \$87,836.64 representing a portion of the retainage being held for the Water System Improvement Project was made by Commissioner Crothers-Moore, seconded by Commissioner Braley and approved by all.

**-MISCELLANEOUS-**

Commissioner Braley thanked Dr. Carletti for attending tonight's meeting.

The Commissioners will not need to reschedule for the December 22, 2010 Town Meeting.

The Annual Christmas Tree Lighting will be held on November 26, 2010 and the Cecil County Christmas Parade will be held December 4, 2010.

**-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-**

Donna Leonard, 220 Irishtown Road, asked the Board to approve the trap, neuter and release program.

Robin Crothers, Benjamin Lumber, said Dr. Carletti's presentation was impressive and asked if there were any problems with the trap neuter and release program in the Town of Perryville. Dr. Carletti responded she will be presenting the second annual report to the Town of Perryville in January 2011 and there were no problems.

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Susan Matkins, 6 Walden Court, had three rescued cats and offered her help.

Rick Lewis, Chesapeake Feline Association, said the community gets involved in more ways than just trapping cats.

Stephanie Palko, Cecil Business Ledger, asked when a decision would be made by the Board on the trap, neuter and release program. Mayor McKnight said the Board would review the information presented when the Town has a problem. Mayor McKnight asked for those placing illegal signs in the North East Community Park to please stop.

Terri Porter, 161 North East Isles Drive, urged the Board to put a plan in place now to deal with feral cats.

Mrs. Cook-MacKenzie read an email received by the office by resident Randy Clover in support of a trap, neuter and release program (please see attached).

**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Koch, seconded by Commissioner Braley and approved by all. The meeting ended at 7:49 PM.

Respectfully,

Anne F. Barker, Clerk/Treasurer

Attest:

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Robert F. McKnight, Mayor

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