

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

January 31, 2011

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 p.m. Present were Commissioners Eric B. Braley, Hilary A. Crothers-Moore, Kena L. Koch, and, Town Administrator Melissa B. Cook-Mac Kenzie, North East Police Chief Darrell Hamilton and Betsy Vennell, Director of Planning. Commissioner Paul A. Stark and Clerk/Treasurer were absent due to vacation. Maintenance Supervisor Phil Meekins was absent due to illness.

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of January 12, 2011 was made by Commissioner Koch, seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC COMMENT-

None.

-REPORTS-

Commissioner Braley

Commissioner Braley reported that he attended the North East Planning Commission Meeting on January 18, 2011.

Town Administrator

The Town Administrator attended the following meetings or events since the last Town Board Meeting held on January 12, 2011:

- 1) January 18, 2011 Severn Trent and Cecil County Department of Public Works – Water & Waste Water Division regarding flow to Seneca Point Waste Water Plant from the Rolling Mill Water Treatment Plant.
- 2) January 18, 2011 Department Head meeting
- 3) January 18, 2011 North East Planning Commission meeting
- 4) January 19, 2011 Wilmapco and the State Highway Administration regarding the proposed sidewalk on Mauldin Avenue in association with the bus shelter recently installed at the crossover between Main and

Town Board approved February 9, 2011.

- Mauldin at Walnut Street.
- 5) January 20, 2011 Community meeting with representatives from the Maryland Department of the Environment and FEMA regarding the proposed revised FEMA maps for the Town of North East.
 - 6) January 24, 2011 Department Head meeting
 - 7) January 24, 2011 Timberbrook Home Owner's Association (HOA) Meeting

Additional Reports by the Town Administrator

- 1) Valve Installation Project – last valve will be installed on February 9, 2011.
- 2) Generator for the North East Town Hall - Installation will begin on February 8, 2011.
- 3) FEMA Meeting on January 20, 2011 went very well and there were approximately a dozen residents and the representatives from FEMA were appreciative of the outcome.
- 4) Mahogany Drive catch basin, authorized at the January 12, 2011 meeting has been installed.
- 5) Disposal of Parking Meters - which will be discussed under unfinished business.

-UNFINISHED BUSINESS-

Town Administrator

Parking Meters

Ms. Cook-MacKenzie reported that she has confirmed with Mr. Meekins, Maintenance Supervisor, that they have 5-8 single meters and 25-27 double meters. The meters were displayed in the meeting room. The Maintenance Supervisor reported that with the price of scrap metal, it may be more advantageous to dispose of the meters through a scrap metal vendor. Mayor McKnight requested that it be determined how much scrap metal is per pound and figure out how much we are looking at.

Mayor McKnight inquired whether the North East Chamber of Commerce would be interested in obtaining a meter for their auction.

Ms. Cook-MacKenzie reported that the Town will keep a few of the meters.

Budget

Town Board approved February 9, 2011.

In anticipation of the decreased revenues for fiscal year 2011-2012 as well as the remainder of fiscal year 2010-2011, Ms. Cook-MacKenzie inquired whether it would be the pleasure of the board for Melissa to discuss with the Department Heads how they can trim their budgets as was done last year. There was discussion of the costs of snowplowing this fiscal year and where we are in relationship to the budget. It was determined that the Mayor and Ms. Cook-MacKenzie will look at the six month report and capital expenditures after Anne Barker, Clerk-Treasurer returns from vacation, prior to the February 9th, 2011 Board Meeting, in case there need to be recommendations made.

-NEW BUSINESS-

Water Allocation Request – SRP Group, LLC (Tim’s Plastic)

Ms. Cook-MacKenzie reported that this request involves a water line, which travels through the industrial park to one of their new buildings on the Tim’s Plastic property. There is no way to get to the Tim’s Plastic site from Route 40. Mayor McKnight inquired about whether the new building was located adjacent to Route 40. Until the location of the new building is clarified, this item will be tabled until the next Town Board meeting on February 9, 2011.

Sidewalks – Snow Removal

Mayor McKnight reported that he learned of un-cleared sidewalks this afternoon, pursuant to the recent snow. The sidewalks had been previously shoveled; however, it appears that a snowplow came back and may have plowed the sidewalks over. There were children walking in the street as they were leaving the North East Elementary School, since the sidewalks were not re-cleared. The Planning office was making phone calls to residents to request the removal of snow from the sidewalks, and residents were amiable to the request from the Town.

Ms. Cook-MacKenzie reported that there were also residents in Timberbrook who were throwing the snow back into the streets after the Town plowed the snow. The Town will reach out to the Homeowners Association in Timberbrook to educate the residents that it is a violation to throw snow back out into the street.

Mayor McKnight stated that the Maintenance Supervisor and Maintenance Department did an excellent job.

Amazing Grace Outreach Ministries re: Use of the North East Community Park

This topic was tabled until the applicant can be present at a meeting.

-MISCELLANEOUS-

Town Administrator

Planning Commission Workshop re: Comprehensive Plan

The Planning Commission and the Mayor and Commissioners will conduct a workshop on February 3, 2011 at 5:30 p.m. to discuss updates to the North East Comprehensive Plan. Commissioner Braley reported that instead of a planning consultant coming in and giving the Planning Commission ideas, the Planning Commission desired to first have open dialogue between the two Boards.

Animal Ordinance

Ms. Cook-Mackenzie requested comments from the Mayor and Commissioners regarding the Cecil County Animal Ordinance, by the February 9, 2011 Town Board meeting.

-APPROPRIATIONS-

A motion to approve Purchase Order 6250 for Northern Data Systems in the amount of \$1,752.48 for the water bills quarter ending December 31, 2010 was made by Commissioner Braley, seconded by Commissioner Koch and approved by all.

A motion to approve the Water System Improvement Project Invoices: Severn Trent \$4,350.00 for work that HIE Contractors did at the Rolling Mill WTP Residuals Building.

A motion to approve three invoices for engineering services by Entech Engineering in the amount of \$2,566.16, \$6,896.35 and \$2,651.10 was made by Commissioner Crothers-Moore, seconded by Commissioner Braley and approved by all.

A motion to approve the invoices as presented was made by Commissioner Koch and seconded by Commissioner Crothers-Moore and approved by all.

-BUSINESS FROM THE FLOOR-

None.

Executive Session:

At 7:27 p.m. Mayor McKnight stated the Commissioners would be going into Executive Session, pursuant to the Annotated Code of Maryland, State Government Article Title 10 Subtitle 5; Section 10-508 (a) (14) regarding a proposed contract/agreement/lease with Chesapeake Utilities and the Maryland Saltwater Sport Fishermen's Association.

At 7:50 p.m. the Mayor and Commissioners returned to open session.

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Koch, seconded by Commissioner Crothers-Moore and approved by all. The meeting ended at 7:52 p.m.

Respectfully Submitted,

Betsy Vennell
Director of Planning

Attest:

Robert F. McKnight
Mayor

Town Board approved February 9, 2011.