

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

February 25, 2015

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 PM. Present were Commissioners Kena L. Koch, Paul A. Stark, Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Ken Natale, Town Administrator Melissa B. Cook-Mac Kenzie and Head Clerk Stephanie Racine-Dean.

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of February 11, 2015 was made by Commissioner Koch, seconded by Commissioner Stark, and approved by all.

-GUESTS-

Mark Dobbins, Vice-Chairman Planning and Commission:

Mark Dobbins is part of a new association called, The Elk and North East River Watershed Association (ENERWA). Mr. Dobbins has filed the articles of incorporation with the state and they have been accepted. He also advised that they have submitted their application with the IRS for designation as a 501c3 non-profit organization. Mr. Dobbins did say that The Town of North East has been supportive and ENERWA would not be as far along if it was not for the Town Administrator, Melissa B. Cook-Mac Kenzie and with Director of Planning and Zoning Betsey Vennell. This organization is only concerned with improving the North East River and the Elk River watershed. The only way they can do this is with specific projects and partnerships with Cecil County Department of Public Works and the municipalities in Cecil County. Most projects will be very small and one of the topics of conversation between Mrs. Cook-Mac Kenzie and ENERWA is Storm Water Management in the Municipal parking lot adjacent to Town hall to slow water down or

Town Board Approved Minutes March 11, 2015

trap before it reaches the river. Mr. Dobbins advised that there is a Class Project that they are working on and a Cap Stone Project.

-PUBLIC COMMENT-

Frank Mita – Resident of 995 Turkey Point Road:

Mr. Mita asked Mark Dobbins if they are using a bio-char. Mr. Dobbins did advise he is familiar with that product from some of the research proposals that he has seen from the University of Delaware. But that is more advanced than they can be a part of at this time.

OATH OF OFFICE-

Mayor McKnight administered the Oath of Office to Commissioner Paul A. Stark and Commissioner Kena L. Koch. Their terms expire February 9, 2017.

Derrick W. Lowe, Clerk of Circuit Court for Cecil County administered the Oath of Office to Mayor Robert F. McKnight. His term expires February 9, 2017.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

None.

-REPORTS-

Ron Carter, Facilities Manager Severn Trent Services:

Mr. Carter gave the monthly water report for the month of January 2015. This report was for the Rolling Mills Plant which produced a total of 345,106 gallons per day and is compared to a rate of 312,613 gallons per day averaged for the month of December. The

Town Board Approved Minutes March 11, 2015

averaged raw water turbidity has been 14.76 NTU. The maximum daily finished water turbidity has averaged .14 NTU with low and high values of .07 NTU, respectively. The finished water turbidity has been equal or less than .30 NTU, 100 percent of the time. And all distribution samples reported negative in regards to presence of organisms.

Mr. Carter also gave the monthly water report for the month of January 2015. This report was for the Leslie Plant which produced a total of 6,839,800. This equals to 220,639 gallons per day and is compared to a rate of 229,765 gallons per day averaged for the month of December. The averaged raw water turbidity has been 14.76 NTU. The maximum daily finished water turbidity has averaged .11 NTU with low and high values of .06 NTU and .25 NTU respectively. The finished water turbidity has been equal or less than .30 NTU, 100 percent of the time. And all distribution samples reported negative in regards to presence of organisms.

Mr. Carter did advise that the water intake from the Rolling Mills Plant is over 300,000 more gallons per day than usual. The Leslie Plant water intake is over 30,000 – 40,000 which is normal when the customers are running their water. This increase of water has gone on for a week now and this would consist of more leaks than normal for the customers. Ron Carter stated that they are looking for a leak in the zone one area. Zone one is everything south of Amtrak and from North East Isles to Irishtown Pump Station. Mrs. Cook-Mac Kenzie asked Mr. Carter if there is a way to narrow the area of the leak. The Town Administrator suggested, checking the distribution and conducting a flow test and pressure test on the hydrants. Mr. Carter advised they cannot flow anything right now because the water would freeze. He stated the best thing to do is walk the service line, not that you can see the leak but you can hear it underneath. Mayor McKnight stated finding the leak and fixing, is a priority.

Page 4 of 8

Town Board Meeting February 25, 2015

Mayor McKnight

Mayor McKnight met with the Mayors of Elkton and Perryville in regards to the dialog in resolving some water service area related issues.

Commissioner Kena L. Koch

Commissioner Koch entered the January 2015 Maintenance Department report into the record

Commissioner Paul Stark

Commissioner Stark attended the Boys and Girls Club Marti Gras on Friday February 2, 2015 at the Wellwood Club in Charlestown Maryland.

Director of Finance and Administration, Ken Natale

Director Natale reported that the preliminary work for the fiscal year 2015-2016 budget has begun.

The amendments to the Purchasing Policy will take effect before the next meeting of the Mayor and Commissioners which should drastically reduce the number of purchase orders which need to be approved by the board during the meetings.

The new water meter project is progressing. There will be the logic that will allow the Sensus meters to communicate with the Town's billing software once it is in place. The town is waiting for Vanguard to complete installation of the meters and for the servers to be installed in the Town Hall. The contractor ordered the server racks, which were the wrong size and it will take an additional two weeks for the new racks to be installed. A progress meeting is scheduled for Thursday February 26, 2015 with the contractors.

Town Board Approved Minutes March 11, 2015

Town Administrator, Melissa B. Cook-Mac Kenzie

Mrs. Cook-Mac Kenzie reported the following:

- 1) On Thursday February 19, 2015 there was a meeting with the Property Owners and Residents of Church Street and Roney Avenue. The detailed information that was given was an overview of the 2014 Street/Sidewalk Capital Improvement Project.
- 2) On Monday February 9, 2015 there was a Public Hearing with the Timberbrook Residents on Mahogany Drive and Yorktown in regards to relocating their meters from the inside of the residence to the outside.

MISCELLANEOUS-

None.

-UNFINISHED BUSINESS-

Residents of Wallace Avenue Update from Staff

North East Maintenance Department Report/Update –

The Town of North East Maintenance Supervisor Phillip Meekins reported that two posts were installed on the Guard Rail at the end of Wallace Avenue. They are bolted in and they will not be going anywhere.

North East Community Park – Docking Facility

Mrs. Cook-Mac Kenzie, stated she will not request to have the proposed amendment introduced at tonight's meeting. The discussion will be continued at the next Board meeting when all the Commissioners are present.

NEW BUSINESS-

Water Allocation Request – Eustace W. Mita, Property Owner

7,290 GPD / 27 Single Family Homes 7,290 GPD / 27 Single Family Homes Parcels 1074 and 274 found on Tax Map 31. The Town Administrator, Melissa B. Cook-Mac Kenzie recommended approval for water allocation at 995 Turkey Point Road North East, Maryland was made by Commissioner Koch, seconded by Commissioner Stark and approved by all.

Deposal of Police and Maintenance Vehicles

Mrs. Cook-Mac Kenzie, advised of the policy in regards to the selling of the town's vehicles. The Town Administrator is requesting that the vehicles be auctioned at Richie Brothers. This would consist of two Town of North East Police Department patrol vehicles and a 1999 Ford truck from the Town of North East Maintenance Department. A motion to approve the disposal of property was made Commissioner Stark, seconded by Commissioner Koch and approved by all.

-MISCELLANEOUS-

None.

-APPROPRIATIONS-

A motion to approve Budget Amendment 2015-011 North East Community Park Shore Erosion and Revetment Design and Construction was made by Commissioner Koch, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order No. 10677 to Murphy John's incorporated in the amounts of \$1,185.25 for spring pre order flowers. North of the island coming into the town was made by Commissioner Koch, seconded by Commissioner Stark, and approved by all.

Page 7 of 8

Town Board Meeting February 25, 2015

A motion to approve Purchase Order No. 10570 CNA in the amount of \$1,363.75 for review of Auto Zone Plans was made by Commissioner Koch, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order No. 10848 Phone Doctor in the amount of \$2,770.00 to complete the new phone system for Town Hall was made by Commissioner Stark, seconded by Commissioner Koch and approved by all.

A motion to approve Purchase Order No. 10847 Ecologically Sound Landscapes in the amount of \$1,500.00 for landscape consultation and design services December through February was made by Commissioner Stark, seconded by Commissioner Koch and approved by all.

A motion to approve Purchase Order No. 10849 NDS in the amount of \$2,088.65 for mailing of water bills and window envelopes for second notices made by Commissioner Koch, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order No. 10704 Civil Utility Construction in the amount of \$14,220.00 for storm drain project streets and sidewalks was made by Commissioner Koch, seconded by Commissioner Stark and approved by all.

A motion to approve the invoices presented tonight for payment was made by Commissioner Stark, seconded by Commissioner Koch and approved by all.

-BUSINESS FROM THE FLOOR-

-ADJOURNMENT-

Town Board Approved Minutes March 11, 2015


Page 8 of 8
Town Board Meeting February 25, 2015

With there being no further business to discuss, a motion to adjourn was made by Commissioner Koch, seconded by Commissioner Stark and approved by all. The meeting ended at 7:40 PM.

Attest:

Respectfully submitted,


Robert F. McKnight, Mayor


Stephanie Racine-Dean, Head Clerk

Town Board Approved Minutes March 11, 2015