

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

December 21, 2015

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 PM. Present were Commissioners Michael Kline, Paul Stark, Hilary Crothers Moore and Eric Braley. Also present were Maintenance Supervisor Phillip Meekins, Town Administrator Melissa B. Cook-Mac Kenzie, Director of Finance and Administration Kendrick Natale and Head Clerk Stephanie Racine-Dean. Absent from the meeting, Chief of Police Darrell Hamilton.

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of November 23, 2015 with corrections was made by Commissioner Crothers-Moore, seconded by Commissioner Kline. The motion passed 3-0 with Commissioner Stark abstaining from voting because he was not present for the November 23, 2015 meeting.

A motion to approve the minutes of December 9, 2015 was made by Commissioner Stark, seconded by Commissioner Crothers-Moore. The motion passed 3-0 with Commissioner Braley abstaining from voting because he was not present for the December 9, 2015 meeting.

GUEST-

None.

-APPOINTMENTS-

None.

-PUBLIC COMMENT-

None.

OATH OF OFFICE-

Town Board Approved Minutes on December 21, 2015

None.

ADOPTION OF RESOLUTION AND ORDINANCES-

None.

REPORTS-

Ron Carter, Superintendent, Water Department:

Mr. Carter gave the monthly Rolling Mill Water Plant report for the month of November 2015. The plant produced a total of 11,172,000 gallons, this equates to 372,400 gallons per day. The average raw water turbidity was 4.45 NTU. The maximum daily finished water turbidity averaged .11 NTU, with low and high values of .06 NTU and .21 NTU, respectively. The finished water turbidity was equal to or less than .30 NTU 100 percent of the time.

The average finished water chlorine residual was been 1.64 mg/L, while the low and high values of finished water chlorine residual was 1.23 mg/L and 2.04 mg/L, respectively.

Mr. Ron Carter gave the monthly Leslie Water Plant report for the month of November 2015. The plant produced a total of 11,172,000 gallons, this equates to 372,400 gallons per day. The average raw water turbidity was 4.45 NTU. The maximum daily finished water turbidity averaged .11 NTU with low and high values of .06 NTU and .21 NTU, respectively. The finished water turbidity was equal or less than .30 NTU, 100 percent of the time.

The average finished water chlorine residual has been 1.50 mg/L, while the low and high values of finished water chlorine residual have been .79 mg/L and 1.94 mg/L, respectively.

Mayor McKnight

Mayor McKnight reported he attended the Open House for Sweet & Spice located at 17 South Main Street on Monday December 14, 2015. Mayor McKnight also participated in the ribbon cutting for the shop on Friday December 18, 2015.

Commissioner Kline

Commissioner Kline reported he was one of three judges for the Residential Christmas Decorating Contest on December 16, 2015.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she was one of three judges for the Residential Christmas Decorating Contest on December 16, 2015.

The residents that will receive recognition are as follows.

214 Magnolia Drive
121 East Cecil Avenue
9 Mallory Way

Commissioner Crothers-Moore also reported she attended the North East Chamber annual meeting on Thursday, December 17, 2015.

Commissioner Stark

Commissioner Stark reported that he attended the Maryland Municipal League meeting on December 17, 2015 in Cecilton.

Commissioner Stark reported that the State Highway Administration was a guest at the Maryland Municipal League Dinner and gave an update regarding the Route 272 SHA Bridge over AMTRAK. The representative from State Highway reported as of Thursday December 17, 2015 the work was twenty four percent completed. The State Highway representative also stated road work on Rogers Road to Route 40 will begin in September 2016.

Director of Finance and Administration, Ken Natale

Mr. Natale reported the Meter Replacement Project is progressing and fairly close to being completed.

Mr. Natale reported that he did a test billing, there was 85.5 percent of all meters that have been installed and reading per radio. Mr. Natale stated that the contractor will do what they need to get all the additional meters on line. Mayor Mc Knight asked Mr. Natale if there is a reason why this has not been resolved. Mr. Natale stated there is a radio frequency problem and the vendor's radio engineers are working to get it resolved.

Town Administrator, Melissa B. Cook-Mac Kenzie

Mrs. Cook-Mac Kenzie reported The Town of North East will be holding the 2016 Election on Monday February 8, 2016. Polls will be open at 7:00 A.M. and close at 7:00 P.M. The deadline for filing for office is Monday, January 11, 2016 at 4:30 P.M. The deadline for registering to vote is Tuesday January 19, 2016 at 4:30 P.M. The deadline to accept an application requesting an absentee ballot to be mailed is Friday January 22,

2016 at 4:30 P.M. Residents will still be able to request an absentee ballot but they will have to come to Town Hall to pick it up. Mrs. Cook-Mac Kenzie stated the Election Board decided to use the paper ballots this year.

Mrs. Cook-Mac Kenzie reported the Street and Sidewalk Progress Meeting was Tuesday, December 15, 2015. There is a few items on the punch list that needs to be addressed before the project is completed. The sidewalk on Main Street will be power washed and sealed. The manufacturer recommends for the sidewalk to set several weeks before the sealer is applied.

Mrs. Cook-Mac Kenzie reported the lines were painted in the Municipal Parking Lot and Thomas Avenue. The one major item that is still outstanding is that the seal crack work and that will be determined after a year to see if the work does hold up.

Mrs. Cook-Mac Kenzie reported she had a lengthy meeting with The Town of North East Attorney, Dennis Clower along with the Town's Engineer in regards issues with the developers of the Chesapeake Club and Ridgeley Forest developments. Mrs. Cook-Mac Kenzie stated the Town is proceeding with calling in the bonds on those developments. A bankruptcy attorney has been retained for work on this issue. Mrs. Cook-Mac Kenzie advised there will be letters going out to the residents of Ridgley Forest explaining what is going on and that the Town is working in their interests. There is no need to send letter to the residents of the Chesapeake Club as the issue in that development has to do with undeveloped lots.

-UNFINISHED BUSINESS-

None.

Discussion on setting a date and location of the Annual Christmas Party

The Mayor and Commissioner's stated they are available Saturday January 16th 2016 for the Annual Christmas Party.

-NEW BUSINESS-

Kevin McDevitt, 26 South Main Street: Water Allocation:

Mr. McDevitt (8 South Maulding Ave) is requesting additional water allocation of 713 gallons per day for the property located at 26 South Main Street. Mrs. Cook-Mac Kenzie advised there is allocation at the property; however, Mr. McDevitt will need additional allocation for his new business. Mrs. Cook-Mac Kenzie stated she recommends the approval of the additional water allocation at 26 South Main Street.

A motion to approve an additional 713 gallons per day in water allocation for 26 South Main Street was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

-MISCELLANEOUS-

Mayor McKnight wanted to thank Commissioner Braley for filing in as Mayor at the Board Meeting on Monday, November 23, 2015.

Mayor McKnight requested an update in regards to the Employee Appreciation Dinner on January 16, 2016. Ms. Cook-Mac Kenzie advised the Mayor will have letters to sign with payroll that will be handed out Thursday, December 24, 2015.

Mrs. Cook Mac-Kenzie entered into the record, Entech Engineer Reports that covers November 6, 2015 thru December 17, 2015.

-APPROPRIATIONS-

A motion to approve Purchase Order No. 13145 to Mumford & Miller in the amount of \$14,994.45 for the Street/Sidewalk Project for work completed up to 10/29/2015 was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order No. 13147 to Stewart & Tate for the amount of \$55,755.84 for the Church Street and Roney Avenue completed work was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the invoices presented tonight for payment was made by Commissioner Braley, seconded by Commissioner Kline approved by all.

-BUSINESS FROM THE FLOOR-

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Stark, seconded by Commissioner Crothers-Moore, and approved by all. The meeting adjourned at 7:25 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Head Clerk