

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

June 8, 2016

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:10 P.M. Present were Commissioners Michael Kline, Paul Stark, Hilary Crothers-Moore and Eric Braley. Also present were Police Chief Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Ken Natale, Town Administrator Melissa B. Cook-Mac Kenzie and Director of Planning Betsy Vennell. Head Clerk Stephanie Racine-Dean was absent from the meeting due to a prior engagement.

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of May 25, 2016 was made by Commissioner Kline, seconded by Commissioner Stark. The minutes were approved by all.

-GUESTS-

None.

-PUBLIC COMMENT-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

1. Resolution No. 2016-06-01 Adopts the General Fund, Capital Projects and the Enterprise Fund (Water Fund)

Commissioner Stark made a motion to adopt Resolution No. 2016-06-01, Commissioner Kline seconded the motion and the motion was approved by all.

2. Resolution No. 2016-06-02 Establishes Water Rates, Connection Fees, Major Facilities Fees, Ready-To-Serve Fees, Bulk Fees, EDU's, etc.

Commissioner Kline made a motion to adopt Resolution No. 2016-06-02, Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

3. Resolution No. 2016-06-03 Adopts the Amount the Town will contribute toward premiums for Medical Insurance

Commissioner Stark made a motion to adopt Resolution No. 2016-06-03, Commissioner Kline seconded the motion and the motion was approved by all.

4. Resolution No. 2016-06-04 Adopts the Amount the Town will contribute toward premiums for Dental Insurance and Vision Insurance

Commissioner Braley made a motion to adopt Resolution No. 2016-06-04. Commissioner Crothers Moore seconded the motion and the motion was approved by all.

5. Resolution No. 2016-06-05 Adopts the Amount the Town will contribute toward a Life Insurance Policy for each full time employee.

Commissioner Crothers-Moore made a motion to adopt Resolution No. 2016-06-05. Commissioner Kline seconded the motion and the motion was approved by all.

6. Resolution No. 2016-06-06 Adopts the Amount the Town will contribute toward any premiums to provide monetary contributions toward continuation for medical insurance for employees who have retired from employment in good standing with the Town

Commissioner Braley made a motion to adopt Resolution No. 2016-06-06, Commissioner Kline seconded the motion and the motion was approved by all.

7. Resolution No. 2016-06-07 Establish and Modify Administrative Fees

Commissioner Kline made a motion to adopt Resolution No. 2016-06-07, Commissioner Stark seconded the motion and the motion was approved by all.

8. Resolution No. 2016-06-08 Participation in the Maryland Local Government Health Cooperative

Commissioner Kline made a motion to adopt Resolution No. 2016-06-08. Commissioner Braley seconded the motion and the motion was approved by all.

-REPORTS-

Mayor Robert McKnight

Mayor McKnight reported he attended the following meetings:

1. May 30, 2016: Memorial Day Service at the North East VFW
2. June 7, 2016: Cecil County Council Meeting

Commissioner Stark

Commissioner Stark reported that he attended:

1. June 7, 2016 North East Planning Commission Meeting

Commissioner Kline

Commissioner Kline reported that he attended the following meetings:

1. Royal Farms Convenience Store Grand Opening
2. May 30, 2016: Memorial Day Service at the North East VFW
3. June 7, 2016: Cecil County Council Meeting

Commissioner Braley

Commissioner Braley reported he attended the June 7, 2016 North East Planning Commission Meeting where a proposal by Hudson Benson was made to potentially create a walking path which would connect the North East Town Park to the Main Street Business District. Possible walkway options were discussed. The meeting was well attended by both the Main Street Businesses and by residents, and there were very good comments received, both positive and negative, and Commissioner Braley commended Planning Commission Chairman Mark Dobbins for doing a great job conducting the meeting. The subject will be on the Planning Commission's agenda to see if there is any feasibility to this, and if so, it would be added to the North East Comprehensive Plan.

Director of Finance and Administration, Ken Natale

Director Natale reported:

1. All of the budget resolutions which were just passed this evening will be available on the Town's website tomorrow.
2. The new website is live, however, there remain a few more items to be put on the website. Mr. Natale requested anyone to contact him if they find any issues or concerns with how it is running, so he can resolve them.

3. Bayberry Tank: It is believed the Bayberry tank was struck by lightening, and they are ordering a part to fix a problem.
4. The Town is preparing for Fiscal Year 2016/17 with payroll as well as the Fiscal Year Audit 2015/16.

Town Administrator

Mrs. Cook-Mac Kenzie reported she attended the following meetings:

1. CNA meeting with the Director of Planning, Water Superintendent
 - a. Capital Improvement sidewalks, and street sign project
 - b. Town Park revetment project
 - c. Modifications to the Specifications and Standard Details for Water
 - d. North East Isles Bridge repairs.
 - e. Bonds for the Chesapeake Club Phase 2, 3
 - f. Bonds for Ridgely Forest Phase 1,2
 - g. Northwoods Phase 4 Water line
 - h. Northwoods Phase 1,2,3 outstanding Deeds of Conveyance and As built
 - i. Restaurant project at 26 South Main Street
 - j. Proposed changes to the PWA Agreement
2. May 27, 2016 County CIP Budget and testified on the Town's behalf for the proposed North East Branch Library project
3. Business owner concerning Main Street issues
4. Chief of Police with the North East Chamber President
5. North East Community Park with CNA and Maintenance Supervisor regarding the bid package for park walkway adjacent to the playground equipment
6. North East Community Park with CNA to begin preliminary engineering of park revetment project on the North East Side of the Park to prevent further erosion of the bank.
7. Water Plant Interviews with Ron Carter
8. Board of Appeals – dinner for Appeals Board member who is retiring
9. Resident 120 Lakeside – water bill and leaks, payment plans
10. Main Street Watch Program – Lieutenant J. Just and Police Chief
11. Town's Attorneys regarding Bond and 7 permit issues for Ridgely Forest
12. Met with some of the residents in Ridgely Forest regarding status of subdivision
13. Director of Planning to assist in the preparation of the Bid Process for Vendors at the North East Community Park
14. June 7, 2016 – Cecil County Tourism meeting
15. June 7, 2016 – Insurance meeting for open enrollment
16. June 7, 2016 – North East Planning Commission Meeting
17. North East Chamber President – follow up of Planning Commission meeting

Mrs. Cook-MacKenzie reported the following:

1. The North East Fire Company will be attending the July 13, 2016 meeting with an amendment to their original concept Memorial project proposed at the North East Community Park.
2. Reminder to the Town Board that the North East Fire Company would like to invite the Town Board to attend a 'walk through' of their facility. The Board agreed to meet at the North East Fire Company on July 13, 2016 at 5:30 pm. Mr. Natale will coordinate the meeting with the Fire Company. Commissioner Braley requested it be added to their tablet calendars.
3. Ms. Sue Fye, a North East Board of Appeals Member, submitted her resignation effective June 10, 2016 due to her retirement and impending move from the area.
4. Tari Moore, Cecil County Executive, reported that she has selected the Elkton Site for the Cecil County Tourism Office, for a trial of one year.
5. Cecil County Arts Council - Summer Music on the Park: The summer music program will not be occurring at the North East Community Park this summer, as it did last year, but will be held at the Port House Grill beginning June 5, 2016, with 9 venues on schedule.
6. Mrs. Cook-MacKenzie reported that she and Ron Carter will attend a meeting in Baltimore tomorrow regarding water plant concerns the Town Board has been discussing.

Darrell Hamilton, Police Chief

Chief Hamilton reported that a Main Street Watch program has been started with five businesses on Main Street from Port House Grill to the North East Coffee Shop. The purpose of the watch is for non-emergency calls regarding quality of life concerns they would like to report, where they do not necessarily want to call 911 to alert the Sheriff's Department. The Main Street Watch group has access to the Police Officers Cell Phone numbers which they can call from 10:00 am to 7:00 pm.

-UNFINISHED BUSINESS-

Mayor

Mayor McKnight reported:

1. The Cecil County Council met last night and approved the funding for the new North East Branch Library in the full amount that was proposed. The Library Board will be meeting over this next year to give the County Council more details.
2. The Tourism Office will be located in Elkton, therefore, the Jackson House is now available to be rented by the Town to another entity.

Town Administrator

Ms. Cook-MacKenzie reported:

1. Chesapeake Club Phases H2 and H3: The Town received a copy of the COMPLAINT which the Town's Attorney intends on filing within the week. The COMPLAINT is against the FIA and the Principals of Chesapeake Club Phases H2 and H3, on behalf of the Mayor and Commissioners.

-NEW BUSINESS-

Town Administrator

- a) Endorsement to the Privacy Agreement among CIGNA, LGIT, and the Members of the Cooperative.
- b) Endorsement to the Privacy Agreement among LGIT, Benecon, ConnetCare3, and the Members of the Cooperative.
- c) Endorsement to the Stop Loss Confidentiality Agreement among CIGNA, LGIT,
- d) Everest Re, and the Members of the Cooperative.

Mrs. Cook-MacKenzie is requesting a motion to authorize Mayor McKnight to Execute any and all documents with regard to the Maryland Local Health Cooperative. The Town's Attorney has reviewed the agreements and they are acceptable. Commissioner Braley made a motion to authorize Mayor McKnight to execute the documents on behalf of the Town. Commissioner Kline seconded the motion and the motion was approved by all.

- e) Amendment to Town of North East Policy and Procedures – Vendors at the North East Community Park:

Mrs. Cook-MacKenzie reported that the amendments proposed to the Policy and Procedures for Vendors at the North East Community Park are due to review of the Cecil County Bid Package for vendors at their County Park. The Commissioners discussed the

amendment pertaining to vendors not permitted to give any items away for free, and after discussion, requested the language be amended to state that vendors are not permitted to give away items for free that are not directly related to the vendor. Commissioner Crothers-Moore made a motion to approve the amendments subject to the language change outlined above. Commissioner Stark seconded the motion and the motion was approved by all.

-MISCELLANEOUS-

Mayor McKnight reminded everyone that Flag Day at the North East Community Park will be conducted on Tuesday, June 14, 2016, 7:00 PM

Mayor McKnight reported he was pleased with the new electrical plugs which were recently installed in the Meeting Room of the Town Hall.

Commissioner Braley reported he and his wife recently returned from France where they went for their 30th wedding anniversary.

Commissioner Kline requested that a bicycle rack be installed in the Town Hall Parking Lot. Ms. Cook-MacKenzie reported that the Town has already decided upon the bicycle rack style and the location will be coordinated directly with Commissioner Kline.

-APPROPRIATIONS-

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

-BUSINESS FROM THE FLOOR-

None.

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers Moore, seconded by Commissioner Stark and approved by all. The meeting adjourned at 8:40 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Betsy Vennell, Director of Planning