

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

August 24, 2016

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

The Pledge of Allegiance was recited and a moment of silence was observed.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of August 10, 2016 meeting was made by Commissioner Stark, seconded by Commissioner Crothers-Moore, and approved by all.

**-GUESTS-**

None.

**-PUBLIC COMMENT-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**-REPORTS-**

Mayor Robert McKnight

None.

Superintendent of the Water Department, Ronald Carter

Mr. Carter gave the July 2016 report for both the Rolling Mill and Leslie Water Treatment Plants.

Mayor McKnight asked Mr. Carter if there were any concerns. Mr. Carter advised the Town received a violation for Total Organic Carbon (TOC) in the source and treated water. TOC is a measurement of the total amount of organic matter that can be found in the source water (North East Creek and Little North East Creek). Mr. Carter informed the Board a letter was sent to all water customers on Monday August 22, 2016. The letter states Town of North East failed to comply with State and Federal Drinking Water Standards and this is not an emergency with no health effects, as required by Maryland Department of the Environment. Mr. Carter assured the Board the problem is being evaluated and corrected by treatment changes at the water treatment plant and additional sampling will continue.

Commissioner Stark

Commissioner Stark advised he will be out of town, September 1, 2016 through September 10, 2016.

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline entered into the record the July 2016 Monthly Report for the Maintenance Department.

Commissioner Kline advised he will not be at the next Town Board Meeting, Wednesday September 14, 2016. He is out of town, September 10, 2016 through September 15, 2016.

Director of Finance and Administration, Ken Natale

Mr. Natale reported Request for Proposal 2017-08-01 for Water Utility Rate Study has been posted to the Town of North East website, soliciting proposals from qualified consultants to conduct a water rate study for the Town. The RFP closes at noon on Friday, September 30, 2016.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported on the various meetings she attended.

Mrs. Cook-MacKenzie reported she and Director of Planning and Zoning Betsy Vennell met with State Highway Administration, Heather English, ASLA Landscape Designer Office of Environmental Design regarding the south island proposed storm water management pipe work and removal/replacement of the landscape area.

Mrs. Cook-MacKenzie reported she reached out to the owners of the proposed chicken farm outside of Town on England Creamery Road, Zion. Several members of the public have expressed concerns about possible contamination of the Town's water supply. Mrs. Cook-MacKenzie wrote

a letter to Mr. and Mrs. Horst, owners of the property to request a tour of the proposed poultry farm. Perdue received the letter from the Horst's, and Purdue asked for dates and times from the Board to tour an existing poultry farm. Mrs. Cook-MacKenzie also reported the ENERWA Group has taken water samples near the property and the results showed high phosphorus currently. Mrs. Cook-MacKenzie has asked them to sample the water closer to the raw water pump station to see what it is there.

Mrs. Cook-MacKenzie reported she spoke with the town's attorney, Dennis Clower regarding Mutual Aid Agreement between the Cecil County Sheriff's Office and North East Police Department.

Mrs. Cook-MacKenzie reported she met with the town's engineer, Steve Nolan C N A along with Maintenance Supervisor Phillip Meekins regarding the street sign replacement and Community Park Walking Path bids.

Mrs. Cook-MacKenzie reported she is in review of the legal complaint for the Ridgely Forest Development which will be filed shortly.

Mrs. Cook-MacKenzie reported she has received two proposals for engineering services for a feasibility study for The North East Town Hall, 106 South Main Street and the former bank of North East, 14 South Main Street. The two proposals were from the town's engineers, C N A and Entech. Mrs. Cook-MacKenzie wanted to present this to the board for consideration, and selection at the next board meeting.

Mrs. Cook-MacKenzie reported she received a letter from the State Ethic Commission that states the town is in compliance with the State of Maryland Ethic Laws.

**-UNFINISHED BUSINESS-**

Mayor McKnight reported on the Crab Crawl, Saturday September 10, 2016 and tickets are still available.

Mayor McKnight reported that the County has approved funding for the new library that will serve the town for the next 50 years. Mayor McKnight met with Acting Director of the Cecil County Public Library, Morgan Miller, and they are working on grant applications for funding of the library. The library was approved one hundred percent of funding this year and they will keep the Town updated with new information.

**-NEW BUSINESS-**

Town Administrator

Mrs. Cook-MacKenzie presented a Vanguard Change, Order number two which was discussed at the last board meeting Wednesday, August 10, 2016. With the approval of this change order, and

payment of the last payment application the project will be paid in full. The Board approved the change order by consensus.

**MISCELLANEOUS-**

None.

**-APPROPRIATIONS-**

A motion to approve Purchase Order 082416-001 Vanguard in the amount of \$41,371.60 for Final Payment Water Meter Project made by Commissioner Kline seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Purchase Order 082416-002 Weyrich Cronon & Sorra Chartered in the amount of \$6,000.00 for Progress Billing FY 16 Audit made by Commissioner Stark seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Purchase Order 082416-003 Mumford and Miller in the amount of \$143,817.32 for Street & Sidewalk made by Commissioner Crothers-Moore seconded by Commissioner Kline and approved by all.

A motion to approve the invoices presented for payment was made by Commissioner Stark, seconded by Commissioner Crothers-Moore 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 Kline seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:21 P.M.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Head Clerk