**MAYOR AND COMMISSIONERS**

**TOWN OF NORTH EAST**

**106 S. MAIN STREET**

**NORTH EAST, MARYLAND 21901**

**December 14, 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, Town Administrator Melissa B. Cook-MacKenzie, Director of Finance and Administration Ken Natale and Head Clerk Stephanie Racine-Dean. Commissioner 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 November 23, 2016 was made by Commissioner Kline, seconded by Commissioner Crothers-Moore, and approved by all.

# -GUESTS-

None.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANANCES-**

None.

# -REPORTS-

## Mayor Robert McKnight

Mayor McKnight reported he attended the Cecil County Christmas Parade on Saturday December 3, 2016 thanked the volunteers and The Town of North East staff.

Mayor McKnight reported he attended the County Council Inauguration on Monday, December 5, 2016 at the Upper Chesapeake Ballroom in North East.

Mayor McKnight reported he attended First Sargent Russell A. Merritt’s Retirement Party Sunday, December 11, 2016 VFW Post 6027 815 Turkey Point Road, North East, Maryland.

## Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Cecil County Christmas Parade on Saturday December 3, 2016.

Commissioner Crothers-Moore reported she attended First Sargent Russell A. Merritt’s Retirement Party Sunday, December 11, 2016 VFW Post 6027 815 Turkey Point Road, North East, Maryland.

Commissioner Stark

Commissioner Stark reported he attended the Cecil County Christmas Parade on Saturday December 3, 2016 and thanked all the volunteers and The Town of North East staff.

Commissioner Stark reported he attended a Retirement Luncheon, North East Town Hall in honor of First Sargent Russell A. Merritt Friday, December 9, 2016. The luncheon was hosted by Elizabeth Felts and businesses throughout the town.

Commissioner Stark reported he attended First Sargent Russell A. Merritt’s Retirement Party Sunday, December 11, 2016 VFW Post 6027 815 Turkey Point Road, North East, Maryland.

## Commissioner Kline

Commissioner Kline reported he attended the Cecil County Christmas Parade on Saturday December 3, 2016.

Director of Finance and Administration, Ken Natale

Mr. Natale reported he spoke with Andrew Schauffle, Director of Bureau of Revenue Estimates at the Comptroller’s Office, about the $342,000.00 over distribution of Local Income Tax Revenues the Comptroller made to the Town of North East. Mr. Schauffle explained how the situation arose and the process the Comptroller’s Office will be using for this not happen in the future. Due to the way the office collects and remits funds to the town, its difficulty to anticipate what effect this may have on the current year’s budget.

Mr. Natale reported he spoke with the consultant from Willdan Financial Services about the progress being made on the Water Rate Study.

Mr. Natale reported this year is the last year on the contract for trash and recycling collection with Republic Services. These services will need to be re-bid. RFP drafted and sent to Town Administrator, Maintenance Supervisor and the Town’s Attorney for review and comments.

Mr. Natale reported on the progress being made on changing banks. The board at Howard Bank meets the week of December 19th to approve the letter of credit for collateral. Then all documents would be reviewed and approved by the town’s attorney and then acceptance by the Mayor and Commissioners. This would allow the town to officially move the accounts to Howard Bank the beginning of 2017. Mr. Natale stated he is working with Howard Bank to open the accounts ahead of approval of the letter of credit with a minimum required balances which will be covered by FDIC in order to speed up the transition process.

Mr. Natale provided October Financial Statements to the Board.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie entered into the record, in honor of Commissioner Braley, the October 2016 and November 2016 Planning and Zoning Monthly Reports.

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

Mrs. Cook-MacKenzie reported she attended the Cecil County Christmas Parade on Saturday December 3, 2016.

# -UNFINISHED BUSINESS-

Mayor McKnight reported the County has approved funding for the new library that will serve the town for the next 50 years. Mayor McKnight met with Director of the Cecil County Public Library, Morgan Miller. The library was approved one hundred percent of funding this year and they will keep the Town updated with new information. Mayor McKnight stated he is excited with the new County Government and working with the town in regards to the new library.

# -NEW BUSINESS-

## Director of Finance and Administration

 Residential Christmas Decorating Contest

 Mr. Natale requested the Mayor and Commissioners set a date and appoint judges for the Residential Christmas Decorating Contest. Commissioner Crothers-Moore agreed to find volunteers and set a date for the judging. Chief Hamilton agreed to drive the judges around town on whatever day was selected

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## Town Administrator

North East Community Park Sign

Mrs. Cook Mac-Kenzie reported the sign at the North East Community Park has been cleaned by the North East Maintenance Department. The Board had a discussion on what information must be included on the sign and agreed elected officials and staff’s names should be removed from the sign. The Board directed Mrs. MacKenzie to have potential sign designs prepared for the Board to approve so the sign can be replaced.

Personnel Matter

Mrs. Cook Mac-Kenzie requested for the board to approve an unpaid leave of absence for an employee who has exhausted all of their leave due to illness. The employee is requesting a leave of absence of one additional week. Both the town administrator and the department head recommend approval of the leave of absence.

A motion to approve the leave request as required of conditions and requirements of the Personnel Manuel was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and approved by all.

Water Tank Inspections

Mrs. Cook Mac-Kenzie reported the inspection for the Water Tank located, 800 Red Toad Road North East, Maryland that was done Wednesday, December 14, 2016. She provided some of the engineer’s comments from the inspection and a written report will available in a month.

The Town’s engineer, Entech Engineering, received two quotes for inspection of two tanks, Irishtown and Bayview that were presented to the Board. Mrs. Cook-MacKenzie requested the Board approve the work to be completed with Entech using the low bidder for the project.

A motion to approve the Inspection for Water Tanks was made by Commissioner Stark, seconded by Commissioner Kline and approved by all.

Discussion on setting a date and location of the Annual Appreciation Dinner

Mrs. Cook Mac-Kenzie asked for the Commissioner’s for a date and location of the Annual Christmas Party and Appreciation Dinner. The Mayor and Commissioner’s stated they are available Saturday January 14th 2017. Mrs. Cook Mac-Kenzie stated she would keep the board posted with updated information.

# -MISCELLANEOUS-

## Mayor McKnight

Mayor McKnight announced he will be attending Wreaths Across America Saturday, December 17, 2016 12:00 p.m., St. Mary Anne’s Episcopal Church, 315 South Main Street North East, Maryland.

Mayor McKnight with Commissioner Kline will be attending, Maryland Municipal League Dinner Tuesday, December 15, 2016. The event will be held, Elkton Town Hall, 100 Railroad Avenue.

Mayor McKnight announced he will be running another two year term for Mayor, Town of North East. The Town Administrator, Melissa Cook-MacKenzie has been given the Election Package to file.

**-APPROPRIATIONS-**

A motion to approve Purchase Order 121416-001 Hertrich Fleet Services in the amount of $47,714.00 for two 2016 Ford Police Interceptor Sedan AWD with LED Spot Light was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Purchase Order 121416-002 C.N.A. in the amount of $7,002.50 for Town Boundary Survey, In and Out of Town Developers was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

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

**-BUSINESS FROM THE FLOOR-**

# -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 7:35 P.M.

Attest: Respectfully submitted,

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Robert F. McKnight, Mayor Stephanie Racine-Dean, Head Clerk