

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

November 23, 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, Eric Braley and Hilary Crothers-Moore. Also present were Police Chief Darrell Hamilton, Maintenance Supervisor Phillip Meekins and Town Administrator Melissa B. Cook-MacKenzie. Head Clerk Stephanie Racine-Dean and Director of Finance and Administration Ken Natale were 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 9, 2016 after correction was made by Commissioner Kline, seconded by Commissioner Crothers-Moore, and approved by all. Commissioner Braley and Commissioner Stark abstained from voting as they were not present for the November 9, 2016 meeting.

-GUESTS-

None.

-PUBLIC COMMENT-

None.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

None.

-REPORTS-

Mayor Robert McKnight

Mayor McKnight reported that he and the Police Chief Darrell Hamilton, attended the Cecil County Chamber of Commerce sponsored First Responders Dinner on Thursday, November 10, 2016 at the

Upper Chesapeake Ballroom, North East. Mayor McKnight stated it was a great event in which local heroes were recognized. Corporal Yates member of the North East Police Department received an award for DWI Enforcement in Cecil County. Corporal Yates was commended on his Outstanding Service and Dedication.

Superintendent of the Water Department, Ronald Carter

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

Mayor McKnight asked Mr. Carter if there are any concerns, he advised there will be another violation for Total Organic Carbon (TOC) in our source and treated water. Mrs. Cook-MacKenzie advised there will be a revised letter going out with the guidance of MDE. The letter is required to be mailed by December 14, 2016, however an extension will be requested from MDE to allow the Town to mail the notice with the December 2016 quarter ending water bills. Mrs. Cook-MacKenzie advised that this violation is a result of the running average and not a recent failure to comply. Mr. Carter assured this problem is being evaluated and corrected by treatment changes at the water treatment plant and additional sampling will continue.

Commissioner Kline questioned Mr. Carter if there is a concern regarding increasing the chlorine dioxide and the possible by product of producing chlorites in the system? Mr. Carter stated, it is the time of year to switch over to the winter chemicals and this will help with the Total Organic Carbon.

Commissioner Crothers-Moore

None.

Commissioner Stark

None.

Commissioner Kline

None.

Commissioner Braley

None.

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie reported she attended with Mayor McKnight a meeting with Entech the town's engineer, Steve Riley on various projects.

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Mrs. Cook-MacKenzie reported that as of the closing date of November 16, 2016 of the Maintenance II position six applications were received. After discussion with the Maintenance Supervisor Phillip Meekins applicants that will be interviewed.

Mrs. Cook-MacKenzie reported she spoke with Maryland Department of Environment in regards to the Town's requirement of the MS4 Permit the town recently became subject to. MDE will attend a Board Meeting, if asked, to review with the Mayor and Commissioners in regards to this matter and to explain the meaning that this will have for the town.

Mrs. Cook-MacKenzie reported in regards to the status of calling in the Ridgeley Forest Bond. She was advised by the town attorney to take videos and pictures of the property/development. Mrs. Cook-MacKenzie informed the Town Board that Cecil County Government has also called in their bond for CT Ridgely Forest Business Trust for the sanitary sewer, this would be through a different bonding company, and they are in the process of redeeming.

Mrs. Cook-MacKenzie reported the Election Board has met regarding the upcoming February 2017 town election. The Town Board received the following pertinent dates of the election: Nominations for office is January 9, 2017, voter registration deadline is January 23, 2017. The deadline to except applications requesting an absent ballot be mailed is January 27, 2017. The Election is Monday, February 13, 2017 from 7:00 am to 7:00 pm in the Town Hall Meeting Room. Mayor McKnight, Commissioners Kline and Stark terms are up.

-UNFINISHED BUSINESS-

North East Branch of the Cecil County Library -

Mayor McKnight met with the Director of the Cecil County Public Library, Morgan Miller. Mayor McKnight stated he is excited to work with County Executive-Elect Dr. Alan McCarthy, he is in favor of the new library along with the County Council.

Cecil County Chamber of Commerce Membership -

Mayor McKnight requested the Town Board re-discuss the previous decision of the Town not joining the Cecil County Chamber. Commissioner Braley, Commissioner Kline and Commissioner Stark are in favor of rejoining the Chamber and thinks it will be valuable to the town. Commissioner Crothers-Moore does not believe there is a direct benefit to the Town Government by being a member. Being the only Town not to be a member was not a compelling reason for her to reverse her vote.

A motion to approve the rejoining Cecil County Chamber of Commerce was made by Commissioner Braley, seconded by Commissioner Kline and approved by all. Commissioner Crothers-Moore opposed.

Mayor McKnight with Mrs. Cook-MacKenzie met with the town's engineer, Entech in regards to Town Hall Expansion Study. It was determined during the meeting, Phase I, a study of the Towns short and long term space needs should be performed at this time. The cost of the study is \$2,600.00. After the results of the study were revealed, preliminary design could be done.

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A motion to approve Phase One Town Hall Space Needs Expansion Study was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

-NEW BUSINESS-

Police Department Computer Purchase

Police Chief Darrell Hamilton spoke to the board in regards to the emergency purchase of the Toughbook computers that are a proven success, for the towns Police Cruisers. It was discussed with the Director of Finance and Administration, Ken Natale to purchase the computers from the Drug Disposal Funds which has \$10,000.00 available. Chief Hamilton discussed the Toughbook purchase with Mr. Jim Affray, Communication of Cecil County and was advised there was a promotion for this item through Dell. The promotion price of the laptop, \$1,300.00, original \$2,600.00 for each offered to Government Agencies only. This would supply all of the Town's Police Cruisers.

Mayor McKnight stated the approval amount is retroactive. The Board requested to see the specifications. The Chief will provide that information to the Board for their review at the December 14, 2016 Town Board meeting. The Chief was also asked to have one of the police cruisers present for the Board to view a computer.

The concern that was discussed is the time frame and the way in which the acquisition took place. The Board is not in favor of approving these types of "emergencies" in the future.

Mrs. Cook-MacKenzie reported a call was received from the Comptroller of Maryland, advising they overpaid the Town of North East approximately \$342,000.00. They will defer the re-payment until the year 2024, allowing the Town to re-pay over ten years interest free. Mrs. Cook-MacKenzie stated the Comptroller's Office has been invited to attend a Mayor and Commissioners Board Meeting to discuss directly. The Director of Finance, Ken Natale has requested to see documentation to confirm that the Town is receiving our share. For example because Ridgely Forest has an Elkton zip code we want to confirm that North East is receiving the income tax revenue for Ridgely Forest and not the Town of Elkton.

Superintendent of the Water Department, Ronald Carter presented to the board, a Water Detail Gate Valve and Roadway Box Standard. Per Mrs. Cook-MacKenzie, this is not a new standard it has always been a requirement for the town so there will be no question in the field or dispute. A motion to approve Water Detail Gate Valve and Roadway Box Standard was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

-MISCELLANEOUS-

Mayor McKnight

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Mayor McKnight announced the next Maryland Municipal League Dinner will be Tuesday, December 15, 2016. The event will be held in the Elkton Town Hall. RSVP to Stephanie Racine-Dean, Head Clerk.

Mayor McKnight requested, the Election Clerk/Town Administrator Melissa Cook-MacKenzie to forward to him an Election Package to enable him to file for Mayor of North East in the upcoming February 2017 Town Election.

Town Administrator

Melissa Cook-MacKenzie reported, North East Town Hall will be closed for the Thanksgiving Holiday Friday, November 25, 2016.

Melissa Cook-MacKenzie reported, the town's Christmas Tree Lighting Event is Friday, Thursday 25, 2016 at the North East Community Park.

Melissa Cook-MacKenzie reported, that the Cecil County Christmas Parade, is Saturday December 3, 2016 beginning at noon.

-APPROPRIATIONS-

A motion to approve Purchase Order 112316-001 LB Water in the amount of \$8,673.75 for transmitters was made by Commissioner Braley, seconded by Commissioner Kline and approved by all.

A motion to approve Purchase Order 112316-002 Entech Engineering in the amount of \$8,566.86 for Hydrant and Miscellaneous Items was made by Commissioner Stark seconded by Commissioner Crothers-Moore and approved by all

A motion to approve Purchase Order 112316-003 Meadows Construction in the amount of \$8,750.00 for Lakeside Drive was made by Commissioner Kline, seconded by Commissioner Braley and approved by all

A motion to approve Purchase Order 112316-004 Chesapeake Containers in the amount \$5,500.00 for Storage Water Department and for Town Hall was made by Commissioner Crothers-Moore, seconded by Commissioner Braley 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-


-ADJOURNMENT-

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With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all. The meeting adjourned at 7:40 p.m.

Attest:

Respectfully submitted,


Robert F. McKnight, Mayor


Melissa B. Cook-MacKenzie, Town Administrator