

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

November 8, 2017

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

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

-APPROVAL OF MINUTES-

A motion to approve the minutes for the October 11, 2017 meeting was made by Commissioner Crothers-Moore, seconded by Commissioner Braley and approved by all.

-GUESTS-

Ms. Nicole DeJanrnette, CPA, CFE, Supervisor, from Weyrich, Cronin & Sorra Charter – 2017 Audit Results

Ms. Nicole DeJarnette from Weyrich Cronin & Sorra came to present the Independent Auditors' Report for the year ended June 30, 2017. Ms. DeJanrnette reported that she was very pleased that the audit was filed on time this year, and commended the Director of Finance, Ken Natale for that accomplishment.

-PUBLIC COMMENT-

None.

-APPOINTMENTS-

None.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

None.

REPORTS-

Mayor McKnight

Mayor McKnight reported he attended the October 31, 2017 Annual Pumpkin Contest, with Chief Hamilton and Commissioner Kline.

Commissioner Crothers-Moore

Commissioner Crothers reported she attended the Annual Halloween Party Saturday, October 28, 2017 at the North East Community Park and thanked all the volunteers.

Commissioner Braley

None.

Director of Finance and Administration

Mr. Natale entered into the record the October and November 2017 Department of Finance and Administration Monthly Report which included Financial Statements through September 30, 2017. Mr. Natale stated there is no significant variance as far as the budget to actual expenditures.

Mr. Natale reported second notices were mailed on Wednesday, November 1, 2017 shut offs will begin on Wednesday, November 15, 2017.

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie reported she attended a Christmas Parade Committee Meeting on Thursday, October 26, 2017.

Mrs. Cook-MacKenzie reported she attended the Annual Halloween Party on Saturday, October 28, 2017. This was held at the North East Community Park.

Mrs. Cook-MacKenzie reported she attended a meeting with the County Officials about implementing new procedures for the permit process.

Mrs. Cook-MacKenzie reported she attended a meeting with the Cecil County States Attorney's Office about Code Enforcement.

Mrs. Cook-MacKenzie reported she had a meeting a representative from the Town's Workers' Compensation Insurance provider.

Mrs. Cook-MacKenzie reported she had a meeting with the County about creating a flow chart for developments.

Mrs. Cook-MacKenzie reported she and the Water Plant Superintendent, Ronald Carter held interviews for the Water Plant Trainee position on Tuesday, November 8, 2017.

Mrs. Cook-MacKenzie reported C N A will not be able to attend the North East Community Park Shore Erosion Workshop meeting on Wednesday, November 22, 2017. Their office will be closed to observe the Thanksgiving Holiday. The Board agreed to postpone the workshops scheduled for November 22, 2017 to be rescheduled at the next meeting.

-UNFINISHED BUSINESS-

-NEW BUSINESS-

Bulk Water Rate Consulting Services

Mrs. Cook-MacKenzie advised Requisition R8-562 to Arcadis Design & Consultancy Services for Bulk Water Rate will be tabled until the next Town Board meeting. The Town's attorney did not have time to review the contract prior to the Board meeting.

Replacement of the Jackson House Boiler

Mr. Phillip Meekins, Maintenance Supervisor advised the Board the boiler at the Jackson House needs to be replaced. Mr. Meekins received two estimates from Benjamin Lumber and Doug Smyth both for \$4,000.00.

A motion to approve the Requisition R8-629 to Benjamin Lumber Co. in the amount of \$4,000.00 for the Replacement of the Jackson House Boiler was made by Commissioner Braley, and second by Mayor McKnight. Commissioner Crothers-Moore abstained. After the meeting the Mayor polled the Board and Commissioner Kline agreed the award.

-MISCELLANEOUS-

Town Administrator

Melissa Cook-MacKenzie informed the Board, there will be a Public Meeting with the potential new owners of Ridgeley Forest and the residents on Monday, November 20, 2017 at the North East Town Hall at 6:00 PM.

-APPROPRIATIONS-

A motion to approve Budget Amendment 2018-03 was made by Commissioner Crothers-Moore, seconded by Commissioner Braley and approved by all.

A motion to approve Requisition R8-525 to Cecil County Auto Body in the amount of \$6,421.34 for Car Repairs to Car 4383 was made by Commissioner Braley, second by Commissioner Crothers-Moore and approved by all.

A motion to approve the invoices presented for payment was made by Commissioner Crothers-Moore, seconded by Commissioner Braley 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 Braley and approved by all. The meeting adjourned at 7:32 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Town Clerk