

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

February 12, 2020

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

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

Mayor McKnight welcomed Boy Scout Troop 131 for attending tonight's Board Meeting.

-OATH OF OFFICE-

Mayor McKnight administered the Oath of Office to Commissioner Hilary Crothers-Moore. Her term expires, March 2022.

Mayor McKnight administered the Oath of Office to Commissioner Raymond Mitchell. His term expires, March 2022.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the January 22, 2020 meeting was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC HEARING-

None

-GUESTS-

None

-APPOINTMENTS-

None

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTION AND ORDINANCES-

None

-REPORTS-

Mayor McKnight

Mayor McKnight reported he met with Maryland Comptroller Peter Franchot on Friday, January 31, 2020 at the Chesapeake Bay Coffee Company to recognize them as one of the finalists for the Best Coffee in Maryland poll the Comptroller conducted.

Commissioner Billig

None

Commissioner Crothers-Moore

None

Commissioner Kline

Commissioner Kline entered into the record the January 2020 Monthly Report for the Town of North East Maintenance Department.

Commissioner Mitchell

Commissioner Mitchell reported he met with Maryland Comptroller Peter Franchot in Friday, January 31, 2020 at the Chesapeake Bay Coffee Company to recognize them as one of the finalists for the Best Coffee in Maryland poll the Comptroller conducted.

Commissioner Mitchell wanted to commend and thank, Boy Scout Troop 131 for cleaning the area of Maudlin Avenue and Irishtown Road on Saturday, February 8, 2020.

Director of Finance and Administration

Mr. Natale entered into the record the list of payments issued the last Board Meeting.

Mr. Natale entered into the record the Fiscal Year 2020 Budget to Actual Statements for the General Fund through December 31, 2019.

Mr. Natale entered into the record a Notification of an Emergency Purchase Order R0-00997 in the amount of \$1,155.07 to Grainger for a heater to the Leslie Water Plant lab. .

Mr. Natale entered into the record a Notification of an Emergency Purchase Order R0-01044 in the amount of \$1,518.49 to USA Blue Book for the purchase of a LMI Pump and supplies due to the sulfuric acid pump at the Leslie Water Plant.

-UNFINISHED BUSINESS-

Appreciation Dinner/Summer Family Event

Mayor McKnight discussed at the last board meeting, to change the Annual Appreciation Dinner from the month of January to a summer family event at the North East Community Park. After discussion, the Board agreed this would be a fun day not only for the employee/volunteers but their families as well.

-NEW BUSINESS-

Check Recognition

Mayor McKnight received a letter from Ms. Rachel Ricci regarding the Delmarva Power Energy Savings for Business Program. She is requesting for the Town of North East to participate in a photo-op to recognize the Town for its dedication to energy efficiency.

After discussion with the Board, Mayor McKnight asked the Town Clerk, Stephanie Racine-Dean to contact Ms. Rachel Ricci to set up a date for the photograph to be taken.

-MISCELLANEOUS-

Mayor McKnight wanted to discuss the 20 year old HVAC unit at the Town Hall. With all options being exhausted, Maintenance Supervisor, Phil Meekins has been advised by the contractor, R. Brooks Mechanical Heating & Air Conditioning that areas of the unit are being bypassing to make other areas work such as the economizer circuit at the heat exchanger is also in poor condition. The contractor suggested the unit be replaced due to the constant repairs and the age of the unit. Mr. Meekins stated he has requested estimates and will refer the information once he receives.

Mr. Skip Miller, 403 Merrey Street, North East told the Board he is going through the same process and gave suggestions towards the process.

-APPROPRIATIONS-

Recommendation for Award of Audit Services: Fiscal Year 2020 through 2024

A motion to approve the Recommendation for Award of Audit Services to Clifton Larsen Allen in the amount of \$219,300.00 for eight years of audits was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

-BUSINESS FROM THE FLOOR-

Mayor McKnight wanted to thank County Council Vice President, Jackie Gregory for attending tonight's meeting. She also wanted to thank, Troop 131 for their dedication to keeping our community clean.

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all. The meeting adjourned at 7:26 p.m.

Respectfully submitted,

ATTEST:

Stephanie Racine-Dean, Town Clerk

Robert F. McKnight, Mayor