

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

February 14, 2018

The Town Meeting was called to order by Mayor McKnight at 7:00 P.M. Present were Commissioners Hilary Crothers-Moore and Michael Kline. 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 Commissioner Eric Braley and Commissioner Paul Stark.

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

-OATH OF OFFICE-

None.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the January 24, 2018 meeting was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC HEARING-

None.

-GUESTS-

None.

-APPOINTMENTS-

A motion to approve the appointment of:

- Cynthia Billig, 29 Cypress Drive North East
- Robert L. Galliera, 80 North East Isles Drive North East
- Jayne Hamilton, 201 Mauldin Avenue North East

To the position of Ethics Commissioner with their terms expiring on February 8, 2021 was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

A motion to approve the appointment of Judy Duffy, 108 Wallace Avenue North East to the with her term expiring on March 12, 2023 was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

-INTRODUCTION OF ORDINANCES-

Ordinance 2018-02-01 Amendment of Chapter 2 Article 6 of the Code of Ordinance for the purpose of repealing from the Town of North East Code of Ordinances existing Chapter 2. Government Organization, Article 2, Organization of Government, Section 2-205 Duties of Town Treasurer and Section 2-206 Duties of Town Tax Collector in their entirety and amending the table of Contents. And enacting Article 6 – Finance and Administration.

The Board Agreed to consider this legislation at their March 14, 2018 meeting.

-ADOPTION OF RESOLUTION AND ORDINANCES-

Resolution 2018-02-01 – Establishing Progression Scale for the positions of Clerk, Crossing Guard, Maintenance II, Maintenance III-Seasonal, and Planning and Zoning Assistant

A motion to approve Resolution 2018-02-01 was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

-REPORTS-

Mayor McKnight

Mayor McKnight reported he attended a meeting with Cecil County and Artesian Water of Maryland about the possibly of an Interconnection on Route 40.

Mayor McKnight reported he attended a meeting with Mr. Robert Crouch about moving the Santa House to the back of his property. To allow more family activities within the town.

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline entered into the record the January 2018 Maintenance Department Monthly Report.

Commissioner Kline reported he attended a meeting with Cecil County and Artesian Water of Maryland about the possibility of an Interconnection on Route 40.

Town Board Meeting February 14, 2018

Commissioner Kline reported he will be absent from the Town Board meeting on Wednesday, February 28, 2018.

Director of Finance and Administration

Mr. Natale reported the Town has completed the e-mail system upgrade from Outlook to Google Mail. The Board was advised they have access to their own e-mail through the Town and this should be used for official communications going forward.

Mr. Natale reported six hundred and thirty four second notices were mailed, Thursday, February 1, 2018

Mr. Natale reported one hundred and twenty three properties were shut off, Tuesday February 13, 2018.

Mr. Natale reported forty one delinquent notices were mailed Wednesday, February 14, 2018 to the properties eligible for Tax Sale.

Mr. Natale reported the Finance Department is testing electronic timesheets. After it has been determined the system is working, the Finance Department will roll out the e-timesheets to other departments.

Mr. Natale reported the Town of North East has an Official Facebook page for announcements and events. To access, go to the search box and enter, Town of North East Maryland Government.

Mr. Natale reported the Fiscal Year 2019 Budget is underway.

Mr. Natale reported the Constant Yield Tax Rate Certification arrived Wednesday, February 14, 2018. The Town is one cent over the Constant Yield Tax Rate which will result in approximately \$30,000.00 increase in property tax in Fiscal Year 2019, of the tax rate remains at \$0.48.

Mr. Natale reported the Public Hearing for the Fiscal Year Budget will be Wednesday, May 9, 2018 with the Adoption of Budget on Wednesday, May 23, 2018.

Mr. Natale reported he would like to set up a Budget Workshop Session in the month of April.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie entered into the record the February 12, 2018 Town Election results. Commissioner Crothers-Moore was reelected with Mr. Raymond Mitchell who was elected to fill Commissioner Eric Braley position.

Mrs. Cook-MacKenzie entered into the record on behalf of Commissioner Stark the January 2018 Crime and Traffic Breakdown Monthly Report.

Town Board Meeting February 14, 2018

Mrs. Cook-MacKenzie entered into the record on behalf of Commissioner Braley the December 2017 Planning and Zoning Monthly Report

Mrs. Cook-MacKenzie reported she attended the following meetings since the January 24, 2018 Town Board meeting.

- Cecil County 2017 Christmas Parade Critique Meeting
- Election Board Meeting
- Salute to Cecil County Veterans Board Meeting
- Department Head Meeting
- C N A staff meeting
- Interviewed for the Water Plant Training position
- Meeting with the town's attorney, David Beste regarding Ridgeley Forest Community
- Home Owners Association regarding, Lakeside Community update
- Meeting with the County Officials
- Meeting with the County and Artesian Water Maryland
- Town Election
- Meeting with Mr. Robert Crouch about the Santa House
- North East Chamber Board meeting
- State Highway Bridge progress meeting

Mrs. Cook-MacKenzie reported they are advertising the Crossing Guard position. The advertisement ran in the local paper February 9, 2018 and will continue until Friday, February 16, 2018.

Mrs. Cook-MacKenzie reported Allen Myers will be applying for a permit to the State Highway Administration to work in during the evening of Friday, March 9th thru Sunday, March 11th 2018.

-UNFINISHED BUSINESS-

Maryland Municipal League Workshop

Commissioner Kline advised he has not received any additional information about the Maryland Municipal League Conference that will be held in June 2018. Once this information is available, a date will be established for the Board to meet.

Establish Date for North East Community Park Workshop

Mrs. Melissa Cook-MacKenzie requested to establish a date for the North East Community Park. This project was put on hold due to the winter months and the schedule of the town's engineer.

This will be tabled until the next town board meeting, Wednesday, February 28, 2018.

-NEW BUSINESS-

Mayor McKnight requested more information in regards to the hiring of the Water Plant Training position. Mrs. Cook-MacKenzie advised there are three interviews in the upcoming week.

Introduction of Resolution 2018-02-02 and Draft Purchasing Manual to provide detailed information on the process of purchasing good and services for Town departments and agencies. These procedures are based on the objective of procuring necessary supplies, equipment, and services in adequate quantities, of satisfactory quality, and on schedule from reliable suppliers at the best price in compliance with the proposed changes in Ordinances 2018-02-01.

This will be discussed in conjunction with Ordinance 2018-02-01 at their March 14, 2018 meeting.

Establish Date for Budget Work Session

Mr. Natale requested to establish a date for a Budget Work Session in the month of April. This will be tabled until next board meeting, Wednesday February 28, 2018.

Mayor McKnight congratulated the newly elected Commissioners, Mrs. Hilary Crothers-Moore and Mr. Raymond Mitchell, their term will expire February 2020.

-MISCELLANEOUS-

Mrs. Melissa Cook-MacKenzie wanted to thank Mayor McKnight, Chief Hamilton and Ken Natale for their support they gave to the finance staff for the last several days in light of harsh criticism of staff on the internet.

-APPROPRIATIONS-

A motion to approve Requisition R8-1021 to Lecco Pipe Line Construction in the amount of \$5,900.00 for an Emergency Water Repair Cemetery Road was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R8-1048 to A.C Schultes of Maryland, INC in the amount of \$6,000.00 for Filter Lift Pump Repair Leslie was 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 Crothers-Moore, seconded by Commissioner Kline 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: 26 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Town Clerk