

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

February 28, 2018

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

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

-OATH OF OFFICE-

Mayor McKnight administered the Oath of Office to Judy Duffy, she was appointed to the Planning Commission on February 14, 2018. Her term expires in March 2023.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the February 14, 2018 meeting was made by Commissioner Crothers-Moore, seconded by Mayor McKnight and approved by all. Commissioner Stark and Commissioner Braley abstained from voting as they were not present at the February 14, 2018 meeting.

-PUBLIC HEARING-

None.

-GUESTS-

None.

-APPOINTMENTS-

None.

-INTRODUCTION OF ORDINANCES-

None.

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-ADOPTION OF RESOLUTION AND ORDINANCES-

None.

-REPORTS-

Mayor McKnight

Mayor McKnight reported he attended a follow up meeting on Friday, February 23, 2018 with Cecil County and Artesian Water of Maryland about the possibility of an Interconnection on Route 40.

Commissioner Stark

None.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended a Business Card exchange with the North East Chamber of Commerce.

Commissioner Braley

Commissioner Braley entered into the record the January 2018 Planning and Zoning Monthly Report

Director of Finance and Administration

Mr. Natale reported he is working on the Fiscal Year 2019 Budget.

Water Plant Superintendent, Ronald Carter

Mr. Carter gave the January 2018 report for both the Rolling Mill and Leslie Water Treatment Plants.

Mayor McKnight asked Mr. Carter about the progress of the valve repairs on West Cecil and Cemetery Road. Mr. Carter advised once the weather breaks these valves will be replaced.

Mr. Carter reported on the Total Trihalomethanes and Haloacetic Acids in the area of Irishtown and Red Toad Road and also the Flying J. Mr. Carter stated all locations are reporting in good standing and are below average of the requirement.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the February 14, 2018 Town Board meeting.

- Pre-Construction meeting for the Bay View Tank Rehabilitation Project
- Entech about various water projects
- Board of Supervisors of Elections
- Interview for the Water Plant Trainee position
- Cecil County and Artesian Water Maryland
- The Boys and Girls Club
- Chris Mink, engineer with C N A, about Ridgley Forest
- Commissioner-Elect, Ray Mitchell about the Department of Environment for a Better Maryland.
- David Beste, Town Attorney about the revisions to the Public Works Agreement for the next phase of Ridgeley Forest
- Cecil County and towns about purchasing/procurement opportunities

Mrs. Cook-MacKenzie reported the Board will be having a Public Hearing on March 28, 2018 and April 11, 2018 about the application for a Master Plan Community. The Planning Commission will meet on April 3, 2018.

Mrs. Cook-MacKenzie reported the Crossing Guard position is still open.

Mrs. Cook-MacKenzie reported on March 6th 2018 and March 7th 2018 the Water Service will be interrupted between the hours of 8:00 am to 4:00 pm. Affecting Northwood's Boulevard, Lakeside Drive plus Razor Strap Road for the County improvements.

Mrs. Cook-MacKenzie reported at the next board meeting, Wednesday, March 14, 2018, applications for the Economic Development Commission will be presented for the Board's review.

Mrs. Cook-MacKenzie reported on the State Highway Project Bridge over Amtrak, the evening work has been re-scheduled the evening of Friday, March 16th thru Sunday, March 18th 2018 to set steel girders.

-UNFINISHED BUSINESS-

Water System Master Plan Proposal from ENTECH Engineers

Mrs. Melissa Cook-MacKenzie presented to the Board for review the Proposed to develop/update the Water System Master Plan. The Master Plan identifies long-term strategies/projects for the water system, in order to provide a high level of water quality and continuity of service to the system's customers over a twenty year planning horizon. The Master Plan will evaluate the adequacy of the

system's water supply, water quality, treatment, water transmission, distribution and storage and identify the recommended improvements.

A motion to approve Phase One of the Water System Master Plan Proposal from Entech Engineers in the amount of \$39,900.00 was made by Commissioner Stark and seconded by Commissioner Crothers-Moore and approved by all.

-NEW BUSINESS-

None.

-APPROPRIATIONS-

A motion to approve Requisition R8-1110 to Cecil County Government in the amount of \$38,304.00 for Communications Operating Costs Dispatch was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

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

-BUSINESS FROM THE FLOOR-

None.

-MISCELLANEOUS-

Mayor McKnight administered the Oath of Office to Commissioner Raymond Mitchell. His term expires in March 2020.

Mayor McKnight administered the Oath of Office to Commissioner Hilary Crothers-Moore. Her term expires in March 2020.

Mayor McKnight appointed Ray Mitchell as ex-office member of Planning Commission..

A motion to approve Ray Mitchell as ex-office member of the Planning Commission was made by Commissioner Stark and seconded by Commissioner Crothers-Moore and approved by all.

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Stark seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7: 25 P.M.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Town Clerk