

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

**July 11, 2018**

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

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 June 27, 2018 was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and approved by all.

**-PUBLIC HEARING-**

None.

**-GUESTS-**

None.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**-REPORTS-**

Mayor McKnight

Mayor McKnight reported he attended Corporal Thomas Daniel's Retirement Party on July 7, 2018 at Steak & Main Restaurant.

Mayor McKnight reported he attended the Salute to Cecil County Veterans at the North East Community Park on Wednesday, July 3, 2018 which was cancelled due to the weather. The Mayor informed the Board, after discussion with the Board of Directors of Salute to Cecil County Veterans, Inc., it was decided they will not be able to commit to the rain date as planned.

Commissioner Stark

None.

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline entered into the record the June 2018 Maintenance Department Monthly Report

Director of Finance and Administration, Ken Natale

Mr. Natale reported the Town received three responses to the Storm Water Management Study RFP, they are in the process of being reviewed and information will be provide to the Board at the next meeting.

Mr. Natale reported a solicitation of bids were issued for the Water Distribution Laboratory Testing and for Repairs/Upgrades to the Razor Strap Road Pump Station.

Mr. Natale reported the Town received no response for the Vendors at the North East Community Park solicitation.

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

Mr. Natale reported the Finance Department is in the process of documenting processes & standard operating procedures.

Mr. Natale reported the audit for Fiscal Year 2018-2019 is underway. The Auditors will arrived to start the preliminary field work for the audit on Thursday, July 19, 2018.

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Mayor McKnight stated he spoke with Tony Covotta from Steak & Main Restaurant about the Vendors at the North East Community Park solicitation. Mr. Covotta explained the vendors should not be charged to be there, they should only have to pay for the service in selling their food items, they take a risk of showing up with food that is partially prepared and could lose profit if not sold. Mrs. B. Cook-MacKenzie suggested the Town could bid out, and not advertise a price for rental of space.

Town Administrator

None.

**-UNFINISHED BUSINESS-**

Request for Directional Signage in Municipal Parking Lot

Mrs. Doris Ann Behnke, Turkey Point Vineyard, 116 South Main Street North East and Missy Reynolds, Maryland Recyclables asked the Board to reevaluate the possibility of the directional signage in Municipal Parking Lot. This was previously discussed at the June 14, 2017 Board Meeting. Their concern is the pedestrian traffic inter mingling with the flow of traffic that comes in the Municipal Parking lot off Main Street. Both explained they would like to see the signs located in two spots along the Municipal Parking Lot to direct visitors to the walkway by the Cottage Chic, and on directing visitors through the walkway between Turkey Point Vineyard and Toby the Hero Shop. Mrs. Behnke is also requesting the Town to pay for the signs and maintain as it is a safety issue with pedestrians walking through the driving area. Mayor McKnight suggested the North East Chamber be contacted for suggestions and for Mr. Natale to contact LGIT for insurance purposes due to the location of the signs which would be placed on the town's property.

**-NEW BUSINESS-**

Ridgely Forest Water Allocation Timeline

Mrs. Cook-MacKenzie presented to the Board an amendment from Morris & Ritchie Associates, Inc. (MRA) about the Ridgely Forest Water Allocation Timeline. On behalf of WOLF LLC the request of the water allocation should be assigned to the contract purchaser and developer with the revised/proposed portions of the project. The Phases/Sections are broken down with request for the anticipation of water when needed. The first portion of this project will be 109 ERU's. In total, the project will be 445 ERU's.

After discussion, the Board will not allow the Developer to maintain water allocation unless they are paying Ready-to-Serve fees. The town is willing to reduce the number of water allocations, but this will guarantee not future allocations will be available as the project progresses.

Ridgely Forest Phase 1 & Phase 2, Deed of Conveyance

David Beste, Esquire 202 East Main Street Elkton, Maryland requested that the Mayor and Commissioners accept the deed of conveyance for the public improvements in the remaining Lands of Phase 1 and a portion of Phase 2 and the water main from Court of Mallory to the remaining lands of Phase 1, conditioned upon the execution of the following documents:

- Agreement for remaining lands of Phase 1
- Agreement for portion of Phase 2
- Delivery of the As-Built plans to the Town
- Certification of the metes and bounds
- Water main from Courts of Mallory to Phase 1 metes and bounds and drawing depicting the metes and bounds
- Title Insurance
- Water Service Agreement
- Agreement to pay for the water main
- Easement agreements from Town to WORF, LLC
- Deposit Agreements
- The review and approval of the town's attorney and engineer

A motion to approve the Ridgely Forest Phase 1, Deed of Conveyance with contingency's provided by the Town's Attorney and Engineer was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the Ridgely Forest Phase 2, Deed of Conveyance with contingency's provided by the Town's Engineer and the Town's Attorney was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

**-MISCELLANEOUS-**

Mayor McKnight entered into the record, Paul and Nancy Stark's commitment and service to the Town and the Community

Commissioner Stark previously announced June 27, 2018 his resignation from the Board, effective after tonight's Board meeting at the June 27, 2018 meeting. Commissioner Stark expressed his gratitude to the Board and the staff.

**-APPROPRIATIONS-**

A motion to approve Requisition R9-07 to Republic Services in the amount of \$236,535.00 for Refuse and Recycling was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

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A motion to approve Requisition R9-11 to John Deere Financial in the amount of \$30,600.00 for Supplies, Gasoline and Diesel was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R9-22 to Hertrich Fleet Service in the amount of \$28,247.00 for 2018 Ford Interceptor Utility was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R9-65 to Coyne Chemicals in the amount of \$170,000.00 for Plant Chemicals was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

A motion to approve Requisition R9-66 to Lecco Pipe Line in the amount of \$150,000.00 for Distribution System Repairs was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R9-68 to Core & Main in the amount of \$27,000.00 for Distribution Supplies was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

**-BUSINESS FROM THE FLOOR-**

Mr. Bradley R. Stover, Attorney, WOLF, LLC, 2301 Rutledge Road, Fallston, Maryland wanted to thank the Ridgley Forest Developers and the Town staff for their dedication in moving forward with this project and what a pleasure it has been.

**-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 7:37 p.m.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Town Clerk