

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

June 27, 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, Michael Kline and Ray Mitchell. Also present were Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Ken Natale and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Chief of Police Darrell Hamilton and Town Administrator Melissa B. Cook-MacKenzie. The meeting was held at the Upper Bay Museum.

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 13, 2018 was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

-PUBLIC HEARING-

None.

-GUESTS-

Trammell Crow Company – Request for Support of AM Enterprise Zone Designation for “North East Commons”

Mr. Matthew Nunn, Vice President, Mr. Jeff Holcomb, R.A., Managing Director and Mr. Mike Wilson, Vice President from Trammel Crow Company, 300 Conshohocken State Road Suite 250 West Conshohocken, Pennsylvania requested support from the Town of North East in regards to the AM Enterprise Zone Designation for the “North East Commons”.

Upper Bay Museum

Mr. Rick Bouchelle, Upper Bay Museum, wanted to thank the Board for visiting and conducting the Town’s Board Meeting this evening. Mr. Bouchelle stated they are considering the possibility of expanding the building and seeing, a separate structure such as a pole barn. The Museum is not asking for funds from the Town of North East, this will be raised by future fundraisers. Mayor

McKnight stated he would discuss the possibly with the Director of Planning and Zoning and the own will do whatever they can to assist.

-PUBLIC COMMENT-

None.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANANCES-

None.

-REPORTS-

Mayor McKnight

Mayor McKnight reported he attended a meeting with the Trammell Crow Company about the Enterprise Zone Designation for, "North East Commons".

Commissioner Stark

Commissioner Stark entered into the May 2018 Crime and Traffic Breakdown for the Town of North East Police Department.

Commissioner Stark attended Flag Day at the North East Community Park on Thursday, June 14, 2018.

Commissioner Crothers-Moore

Commissioner Crothers-Moore attended Flag Day at the North East Community Park on Thursday, June 14, 2018.

Commissioner Kline

Commissioner Kline attended Flag Day at the North East Community Park on Thursday, June 14, 2018.

Commissioner Mitchell

Commissioner Mitchel entered into the record the May 2018 Planning and Zoning Monthly Report.

Director of Finance and Administration, Ken Natale

Mr. Natale reported on behalf of the Town Administrator that she and the Chief of Police they are perusing a candidate for an officer at the North East Police Department.

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

Mr. Natale entered into the record the May and June 2018 Department of Finance and Administration Monthly Report which included Financial Statements through May 31, 2018.

-UNFINISHED BUSINESS-

None.

-NEW BUSINESS-

Support of the Designation for "North East Commons"

A motion to approve the Support of the Enterprise Zone Tax Credit, "North East Commons" was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all.

Cecil/Harford Chapter of the Maryland Municipal League Quarterly Meeting

Mayor McKnight presented to the Board an invitation to attend the Cecil/Harford Chapter of the Maryland Municipal League Quarterly Meeting which will be held at Rockfield Manor in Bel Air, Maryland on Thursday, July 9, 2018 at 6:00 pm. Mayor McKnight asked the Board to give their R.S.V.P. to the Town Clerk.

Planning & Zoning Department, Director Salary change from \$66,367.00 to \$71,297.00 effective July 1, 2018

A motion to approve the Planning & Zoning Department, Director Salary from \$66,367.00 to \$71,297.00 effective July 1, 2018 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

Department of Finance and Administration, Director Salary change from \$64,831.00 to \$73,434.00 effective July 1, 2018

A motion to approve the Department of Finance and Administration, Director Salary change from \$64,831.00 to \$73,434.00 effective July 1, 2018 was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all

Amendments to Personnel Manual

A motion to approve the amend the Personnel Manual to only require Department Heads attend one meeting per month, unless topics to the covered in a meeting fall under the Department Heads job responsibilities, effective July 1, 2018 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

A motion to amend the Personnel Manual to allow Department Heads & Town Administrator to telecommute 24 hours per month effective July 1, 2018 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Discussion on revisions to "Policies & Procedures: Vendors at the North East Community Park"

Commissioner Kline requested the Board to relook at Resolution 2016-05-01, for the Food Vendor Trucks at the North East Community Park with a pre-established designated area. This amendment was originally approved by the Board on May 25, 2016. After review of the document, the Board agreed on modifying the Policy and Procedures to allow for two to three month permits per allowed use per year with a permit fee of \$150.00 per permit. The Director of Finance and Administration was directed to re-advertise.

A motion to approve the revision of the Policies & Procedures, Vendors at the North east Community Park was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

-MISCELLANEOUS-

Commissioner Stark announced his resignation from the Board effective, Wednesday, July 11, 2018.

-APPROPRIATIONS-

A motion to approve Chesapeake Employers Insurance Fiscal Year 2019 Worker's Comp Policy was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

-BUSINESS FROM THE FLOOR-

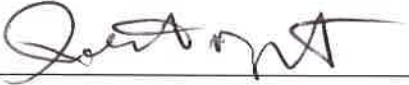
None.

-ADJOURNMENT-

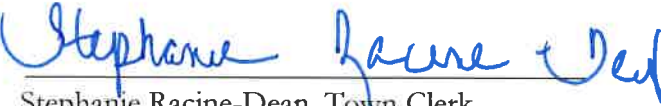
With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 8:05 p.m.

Attest:

Respectfully submitted,



Robert F. McKnight, Mayor



Stephanie Racine-Dean, Town Clerk