

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

August 22, 2018

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 P.M. Present were Commissioners Cynthia Billig and Michael Kline, Commissioner Ray Mitchell arrived at 7:15. Also present were Chief of Police Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Ken Natale Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Commissioner Hilary Crothers-Moore was absent from the meeting.

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

-OATH OF OFFICE-

-APPROVAL OF MINUTES-

A motion to approve the minutes of the August 8, 2018 meeting was made by Commissioner Kline, seconded by Commissioner Billig and approved by all.

-PUBLIC HEARING-

Resolution 2018-08-01 – Expansion of Enterprise Zone

The Public Hearing for Resolution 2018-08-01, Expansion of Enterprise Zone was called to order by Mayor McKnight at 7:01 p.m.

Director of Finance and Administration, Ken Natale gave opening comments with a summary and the purpose of the Public Hearing: The purpose of the hearing is to support the expansion of the Enterprise Zone within the Town of North East by adding approximately 59.681 acres, designated as Parcels 272 and 453 found in Tax Map 25 North East Commons.

There being no comment from the public, Mayor McKnight closed the Public Hearing at 7:02 p.m.

-GUESTS-

Ms. Paula Carter-Dilks was scheduled to speak to the Board about the improvements to the North East Community Park, however, she did not attend the meeting.

-PUBLIC COMMENT-

None.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

Resolution 2018-08-01 Expansion of Enterprise Zone

A motion to approve the Resolution 2018-08-01, Expansion of Enterprise Zone was made by Commissioner Kline, seconded by Commissioner Billig and approved by all.

Resolution 2018-08-02 Amendment to Personnel Policies and Procedures Manual re: Sick Leave

A motion to approve the Resolution 2018-08-02, Amendment to Personnel Policies and Procedures Manual regarding Sick Leave was made by Commissioner Billig, seconded by Commissioner Kline and approved by all.

Resolution 2018-08-03 Amendment to Personnel Policies and Procedures Manual re: Work Rules

A motion to approve the Resolution 2018-08-03, Amendment to Personnel Policies and Procedures Manual regarding Work Rules was made by Commissioner Kline, seconded by Commissioner Billig and approved by all.

-REPORTS-

Mayor McKnight

Mayor McKnight reported he attended a meeting with Artesian about the potential interconnection at MD 272 & US 40 on Wednesday August 15, 2018.

Mayor McKnight reported he attended the North East Chamber of Commerce Meeting on Tuesday, August 14, 2018.

Commissioner Billig

None.

Commissioner Kline

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

Commissioner Mitchell

None.

Director of Finance and Administration, Ken Natale

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

Mr. Natale entered into the record the intradepartmental budget transfers for Fiscal Year 2018 through August 20, 2018.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the August 8, 2018 Town Board meeting.

- Director of Planning, about the Artesian Map
- Artesian, Wednesday August 15, 2018.
- North East Commons, traffic impact study
- North East Commons, development process
- Developers, property being annexed formally known as Gilpin Farms
- Economic Development Committee
- North East Chamber Board
- Town's Attorney, Dennis Clower, Ethics Ordinance and Election Code
- Town's Engineer, Stephan Riley
- Department Head
- Training on Edmunds Software

Mrs. Cook-MacKenzie reported Mayor McKnight administered the Oath of Office Thomas Lofland who was appointed to the Economic Development Commission on August 17, 2018. His term expires, April 20, 2020.

Mrs. Cook-MacKenzie entered into the record on behalf of the Water Superintendent, Ron Carter the July 2018 report for the Rolling Mill and the Leslie Water Treatment Plants.

Mrs. Cook-MacKenzie reported the Water Department is working at the C & S Warehouse off Lums Road due to a repair of several valves. There will be no significant water outages and the work will be performed during the evening.

Mrs. Cook-MacKenzie entered into the record on behalf of Commissioner Mitchel the July 2018 Planning and Zoning Monthly Report.

-UNFINISHED BUSINESS-

Maryland Municipal League Fall Conference

Commissioner Kline remind the Board about the Maryland Municipal League Fall Conference that will be held in Annapolis on October 10th 2018 through October 12, 2018. He would like to see participation from the Board and the Town Staff.

Acceptance of Petition for Annexation, SYE LLC

Mrs. Cook-MacKenzie presented to the Board, the Petition for Annexation, SYE, LLC (Tax Map 25; Parcel 94) 2 acres; 10 Bradley Lane, North East. If approved the annexation will be effective, December 10, 2018.

A motion to approve the Acceptance of Petition for Annexation, SYE LLC was made by Commissioner Kline, seconded by Commissioner Billig and approved by all.

-NEW BUSINESS-

USDA Predevelopment Planning Grant re: Storm Water Utility

Mr. Natale presented to the Board USDA Predevelopment Planning Grant for a Storm Water Utility. The grant is \$22,000.00.

A motion was made by Commissioner Billig, seconded by Commissioner Kline and approved by all.

Personnel Promotions, North East Police Department

After hearing the recommendation of the Town Administrator and the Police Chief, Commissioner Kline made a motion to promote Patrol First Class John Fakner to Master Patrolman effective immediately. Commissioner Billig seconded the motion and the motion was approved.

Amendment to North East Community Park Plan re: Benches

Mr. Meekins presented to the Board an Amendment to North East Community Park Plan regarding benches at the park.

A motion to approve the Amendment to North East Community Park Plan regarding park Benches was made by Commissioner Billig, seconded by Commissioner Kline and approved by all.

-MISCELLANEOUS-

Mayor McKnight requested information from Mrs. Cook-MacKenzie about the traffic control on Maryland 272 Bridge over Amtrak. Mrs. Cook-MacKenzie advised she has sent several e-mails with no response.

Mrs. Cook-MacKenzie informed the Board about an early morning fire at Chef's Kitchen. She did speak with the owner of property and offered any assistance that would be needed to reestablish the business.

Chief Darrell Hamilton reminded the Board of the Triathlon on Sunday August 26, 2018 starting at the North East Community Park and throughout the town.

Mrs. Stephanie Racine-Dean reminded the Board about the training session, "Save a Life with Narcan" at the Town of North East Meeting Room on, Thursday, September 6, 2018 at 5:30 p.m. The training will be provided by the Cecil County Overdose Prevention Coordinator, Roberta Johnson.

Mrs. Stephanie Racine-Dean reported after discussion with Mrs. Cook-MacKenzie the Halloween Party on Saturday, October 27, 2018 at the North East Community Park will be chaired by Mrs. Racine-Dean and Mrs. Tina Holmes.

-APPROPRIATIONS-

Budget Amendment 2018-006, Fiscal Year 2018

A motion to approve the Budget Amendment 2018-006 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

Budget Amendment 2019-001, Fiscal Year 2019

A motion to approve the Budget Amendment 2019-001 was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all.

A motion to approve Requisition R9-249 to Kohl Bros. Inc. in the amount of \$56,300.00 for pump replacements at the Razor Strap Road Pump Station was made by Commissioner Billig, seconded by Commissioner Kline and approved by all.

-BUSINESS FROM THE FLOOR-

None.

-ADJOURNMENT-

Town Board Approved Minutes September 12, 2018

With there being no further business to discuss, a motion to adjourn was made by Commissioner Billig, seconded by Commissioner Kline and approved by all. The meeting adjourned at 7:25 p.m.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Town Clerk