

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

**September 12, 2018**

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

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 August 22, 2018 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all. Commissioner Crothers-Moore abstained due to her absences at the August 22, 2018 meeting.

**-PUBLIC HEARING-**

None.

**-GUESTS-**

None.

**-APPOINTMENTS-**

A motion to re-appoint to the Board of Appeals Gabriel Oldham, 100 Mill Lane, North East to a three year term expiring October 8, 2021 was made by Commissioner Crothers-Moore, seconded by Commissioner Billig and approved by all.

A motion to re-appoint to the Board of Appeals Maurice Tenney, 114 Howard Street, North East to a two year term expiring October 8, 2020 was made by Commissioner Crothers-Moore, seconded by Commissioner Billig and approved by all.

A motion to re-appoint to the Board of Appeals Sarah Anderson, 199 Mahogany Drive North East to a two year term expiring on October 8, 2020 was made by Commissioner Crothers-Moore, seconded by Commissioner Billig and approved by all.

A motion to re-appoint to the Board of Appeals Peg Hardin, 20 Mallory Way, North East to a one year term expiring on October 8, 2019 was made by Commissioner Crothers-Moore, seconded by Commissioner Billig and approved by all.

A motion to re-appoint to the Board of Supervisors of Elections Ulysses Grant Demond IV, 102 Mill Lane, North East to a one year term expiring on October 1, 2019 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

A motion to re-appoint to the Board of Supervisors of Elections Kimberly A. Davis, 47 North Court, North East to a one year term expiring on October 1, 2019 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

A motion to re-appoint to the Board of Supervisors of Elections Ruth L. Gonce, 408 Merrey Street, North East to a one year term expiring on October 1, 2019 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**-REPORTS-**

Mayor McKnight

Mayor McKnight reported he attended a breakfast meeting with the new Cecil County Public School Superintendent, Jeffrey Lawson on Wednesday, September 12, 2018 about the priorities for the school system and the opportunities to partner with community members.

Commissioner Billig

None.

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Commissioner Crothers-Moore

None.

Commissioner Kline

None.

Commissioner Mitchell

Commissioner Mitchell reported he attended the Grand Opening & Ribbon Cutting at the Chesapeake Bay Yoga & Wellness, Wednesday, August 29, 2018.

Commissioner Mitchell reported he attended the Planning Commission Meeting on Tuesday, September 4, 2018.

Commissioner Mitchell reported he attend the Cecil County Economic Development Commission Meeting at the Cecil College on Wednesday, September 5, 2018.

Commissioner Mitchell attended the training session, "Save a Life with Narcan" at the Town Hall on, Thursday, September 6, 2018.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the August 22, 2018 Town Board meeting.

- Kick off meeting with the Town's Consultant, Soltesz, regarding Town's Storm Water Management requirements.
- Maintenance Supervisor and Arlene Benjamin regarding the Christmas Wreaths.
- Chief of Police, Director of Planning and Maintenance Supervisor regarding the parking on North East Isles Drive.
- County and State agencies regarding Fast Track process for the North East Commons.
- Progress meeting with ENTECH, the Town's Engineer and Water Plant Superintendent, Ron Carter regarding the Water Study.
- Republic, trash hauling contractor regarding bettering communication and service.
- North East Elementary School, regarding new traffic pattern.
- Planning Commission.
- North East Commons, regarding relocation of water main and road closure.
- Telephone conference, in regards to settlement between the buyers and sellers of Ridgely Forest.

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- Pre-tour meeting with State Highway Administration and Maryland Department of Transportation.
- Department of Assessments and Taxation regarding Ridgely Forest plats.
- Kick off meeting with the State Highway Administration regarding the Route 40 Pedestrian Crossing project
- Nationwide Retirement Representative.
- Employee meeting regarding the new employee sick leave policy.
- Town's Attorney, David Beste, regarding review of draft Subdivision Regulations.
- North East Rotary Club, regarding current Town projects
- State Highway Administration progress meeting, regarding SHA bridge project on MD 272 over AMTRAK.

**-UNFINISHED BUSINESS-**

None.

**-NEW BUSINESS-**

Proclamation – Constitution Week

Mayor McKnight presented to Ms. Wanda Owens, Regent of Head of Elk Chapter a Proclamation, proclaiming September 17<sup>th</sup> through September 23<sup>rd</sup> Constitution Week.

Commissioner Kline – Impaired Visibility at Roney Avenue and Mauldin Avenue

Commissioner Kline stated at the intersection of Roney and Mauldin Avenue, the view is obstructed when pulling onto Mauldin Avenue due to the overgrowth of shrubs. Mrs. Cook-MacKenzie stated she would refer this to the Code Enforcement for inspection.

SYE LLC: Annexation of 2.1335 Acre Parcel Tax Map 25; Parcel 94; with Proposed Zoning: Highway Commercial

Introduction of Annexation Resolution C-2018-09-01-A and Annexation Plan Resolution C-2018-09-02-A

Attorney, Jay C. Emory III, presented to the Board Annexation Resolution C-2018-09-01-A and Annexation Plan Resolution C-2018-09-01-A for the Annexation of SYE LLC: Tax Map 25: Parcel 94 2 acres; 10 Bradly Lane, North East with the Proposed Zoning Highway Commercial.

There will be a Public Hearing regarding both Resolutions on Wednesday, October 24, 2018.

Concept Plan North East Commons – Road Relocation

Mrs. Cook-MacKenzie presented to the Board information regarding the relocation of the entrance to the North East Commons Project. The proposal is to relocate the existing Nazarene Camp entrance further south so it is opposite of Rogers Road. The portion of Nazarene Camp Road that will be on the North East Commons property will be a Town Road. The Town's Planning Commission is considering names for the road. The remaining portion of Nazarene will remain County owned and maintained, with no name change. Discussion was had that the developer has talked with the County Road Department about a detour during the relocation of the road. More discussion will need to take place.

Proposed Amendment to the Personnel Policy and Procedures Manual

Mrs. Cook Mac-Kenzie handed out language to a proposed amendment that will be on the September 26<sup>th</sup> agenda. The policy will allow town employees to donate sick leave to each other. Because this is a new policy she requested that they review the language before the September 26<sup>th</sup> meeting and let her know of any concerns or questions the Board might have.

**-MISCELLANEOUS-**

Commissioner Crothers-Moore participated and completed the Triathlon which was held at the North East Community Park on Sunday, August 26, 2018.

Mrs. Cook-MacKenzie entered into the record on behalf of the Director of Finance, Ken Natale the list of payments issued since the last Board Meeting.

**-APPROPRIATIONS-**

None

**-BUSINESS FROM THE FLOOR-**

None.

**-ADJOURNMENT-**

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

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Town Clerk