

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

**September 26, 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 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.

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

**-OATH OF OFFICE-**

Mayor McKnight administered the Oath of Office to Gabrielle Oldham and Maurice Tenney who were reappointed to the Board of Appeals on September 12, 2018. Gabrielle Oldham term expires, October 8, 2021 and Maurice Tenney term expires, October 8, 2020.

Mayor McKnight administered the Oath of Office to Kimberly Anne Davis, Ruth L. Gonce and Ulysses Grant Demond IV who were appointed to the Board of Supervisors of Elections on September 12, 2018. Their term expires, October 1, 2019.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the September 12, 2018 meeting was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

**-PUBLIC HEARING-**

None.

**-GUESTS-**

None.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

Resolution 2018-09-03 Amendment of the Personnel Policy and Procedures Manual

A motion to approve the Resolution 2018-09-03, Amendment of the Personnel Policy and Procedures Manual was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all.

**-REPORTS-**

Mayor McKnight

Mayor McKnight reported he attended the Salute to Cecil County Veterans Board of Directors meeting on Thursday, September 20, 2018.

Commissioner Billig

None.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the North East Chamber of Commerce meeting on Thursday, September 20, 2018 at Woody's Restaurant.

Commissioner Kline

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

Commissioner Kline reported he has completed the requirements for the Maryland Academy of Excellence in Local Governance.

Commissioner Mitchell

Commissioner Mitchell reported he attended the Cecil County Economic Development Commission Quarterly meeting on Wednesday, September 19, 2018.

Town Board Approved Minutes October 10, 2018

Director of Finance and Administration, Ken Natale

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

Mr. Natale reported the auditors finished their field work for the 2018 Fiscal Year Audit.

Mr. Natale reported at the next Town Board meeting there will be a draft notice of intent to the Board about the MS4 Permit.

Mr. Natale reported the water bills for the September 2018 quarter will be sent on September 28, 2018 with a due date of October 31, 2018.

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie reported she attended the following meetings since the September 12, 2018 Town Board meeting.

- Republic trash hauling contractor bettering communication and service.
- Town's Attorney regarding initiated annexations.
- Town's Engineer regarding on going projects.
- North East Chamber of Commerce.
- North East Economic Development.
- State Highway Administration regarding a bridge design problem.
- Staff member regarding the Christmas Parade.
- North East Chamber of Commerce Membership.
- Salute to Cecil County Veterans semi-annual Board.
- Cecil County Economic Development Commission Quarterly.
- Annual interview with the Town's Auditors.
- Maryland Department of Transportation Tour.

Mrs. Cook-MacKenzie reported Ridgeley Forest has settled for the initial phase that they are purchasing. There are a few items that have to be done prior of receiving their building permits.

Mrs. Cook-MacKenzie reported she received a letter from the Cecil County Council Office regarding the Annexation Resolution and the Annexation Plan Resolution for 10 Brady Lane, North East. The County has no objections and there is not an approval required by the County regarding the zoning of the property.

Town Board Meeting September 26, 2018

Town Board Approved Minutes October 10, 2018

Mrs. Cook-MacKenzie advised the Board, Comptroller, Peter Franchot would like to meet with them on Friday, October 19, 2018 and visit with the business owners on Main Street. Mayor McKnight asked the Board to give their R.S.V.P. to the Town Clerk.

**-UNFINISHED BUSINESS-**

None.

**-NEW BUSINESS-**

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 MacGregor's in Havre de Grace, Maryland on Thursday, October 18, 2018 at 6:00 pm. Commissioner Kline and Commissioner Mitchell agreed to go to represent the town.

**-MISCELLANEOUS-**

Mayor McKnight announced he will be running another two year term for Mayor.

Chief Darrell Hamilton reminded the Board, Coffee with a Cop will be held on Wednesday, October 3, 2018 between the hours of 9:00 – 11:00 am at the Cecil County Administration Building.

**-APPROPRIATIONS-**

None.

**-BUSINESS FROM THE FLOOR-**

North East Isles Community

Ms. Dianna Gatchell, 113 North East Isles Drive, North East had several questions/concerns about the North East Isles Community. The Town Administrator advised the Board, she has received additional letters from the community.

After further discussion, Mayor McKnight suggested for the North East Isles HOA to gather information with their concerns and schedule a date to attend a Board Meeting to address these issues.

**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all. The meeting adjourned at 7: 26 p.m.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Town Clerk