

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

**October 10, 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-**

None.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the September 26, 2018 meeting was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all.

**-PUBLIC HEARING-**

None.

**-GUESTS-**

None.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

Ordinance 2018-10-01 Amendment to Chapter 2 Government Organization, Article 4, Public Ethics  
Amend the Town of North East Code of Ordinance Existing Chapter 2 Government Organization, Article 4. Public Ethics, Section 2-405. Conflicts of Interest and Section 2-406. Financial Disclosure-Local Elected Officials and Candidates to be Local Elected Officials to comply with the Requirements of Subtitle 8 of the State Public Ethics Law or Comar 19A.04 as required by House Bill 879 which was passed by the General Assembly and signed into Law.

This ordinance is scheduled to be brought up for a vote at the October 24, 2018 Board Meeting.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**-REPORTS-**

Mayor McKnight

Mayor McKnight reported he attended a meeting with the Town Administrator and the Director of Planning Tuesday, October 9, 2018 regarding additional annexations to the Town.

Mayor McKnight reported he attended a meeting Wednesday, October 10, 2018 with the Boys and Girls Club about the Community Center.

Commissioner Billig

Commissioner Billig entered into the record the September 2018 Crime and Traffic Breakdown for the Town of North East Police Department.

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline reported he attended a meeting Wednesday, October 10, 2018 with the Boys and Girls Club about the Community Center.

Commissioner Kline reported he attended a meeting Thursday, October 4, 2018 with Soltesz, LLC about the MS4 Permit and to review the project area of the Chesapeake Bay Trust grant the Town received for the Old Mill Race.

Town Board Approved Minutes October 24, 2018

Commissioner Kline reported he attended a meeting at the Town Hall with town staff about the MS4 Permit regulations.

Commissioner Mitchell

Commissioner Mitchell reported he attended the Planning and Commission meeting on Tuesday, October 2, 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 annual Workman's Composition Insurance audit of the Town's payroll for the 2018 Fiscal Year was completed by the insurance company and the Town will received a \$2,500.00 refund.

Mr. Natale reported the financial audit for fiscal year 2018 is almost complete. The auditors are scheduled to be at the November 12, 2018 Board Meeting.

Mr. Natale reported he attended a meeting with Soltesz, LLC about the MS4 Permit. The estimated cost for compliance should be around \$2 million over a 5 year period.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the September 26, 2018 Town Board meeting.

- North East Chamber President regarding the bi-laws.
- Town's Attorney, David Beste regarding the Ridgeley Forest Agreement.
- Planning Commission regarding Agriculture at the North East Commons.
- Director of Planning, Betsy Vennell.
- Storm Water Consultant.
- State Highway Administration regarding the Route 40 Pedestrian Crossing Project.
- Town's Engineer, regarding the 20 year growth area study.
- Sandy Turner, Cecil County Tourism Coordinator.
- Mayor McKnight and a property owner in town regarding a purchase of property.
- Supervisors of Elections.
- State Highway Administration progress meeting, regarding SHA bridge project on MD 272 over AMTRAK.
- Boys and Girls Club regarding the Community Center.

Mrs. Cook-MacKenzie reported the 2018 Cecil County Christmas Parade 190 invitations were sent out via e-mail, Wednesday, October 10, 2018.

**-UNFINISHED BUSINESS-**

None.

**-NEW BUSINESS-**

DK North East Station, LLC, Lot 6 North East Station Water Allocation Request, Two Equivalent Residential Unit 500 GPD

Mrs. Cook-MacKenzie presented a Water Allocation Request for DK North East Station, LLC (Lot 6 North East Station) for two equivalent residential units, 500 gallons per day.

A motion to approve the Water Allocation Request for the physical therapy and occupational health office, 500 gallons per day for two equivalent residential units, was made by Commissioner Mitchell and seconded by Commissioner Crothers-Moore and approved by all.

**-MISCELLANEOUS-**

Mrs. Cook-MacKenzie advised the Board she will be meeting with the Economic Development Committee on Thursday, October 11, 2018.

Mayor McKnight advised the Board, Comptroller, Peter Franchot would like to change the time of the meeting on Friday, October 19, 2018 to 1:00 pm.

**-APPROPRIATIONS-**

None.

**-BUSINESS FROM THE FLOOR-**

None.

**-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 7:12 p.m.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Town Clerk