

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

**November 14, 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, Director of Finance and Administration Ken Natale Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Maintenance Supervisor Phillip Meekins.

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 October 24, 2018 meeting was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all.

**-PUBLIC HEARING-**

Ordinance 2018-10-02 North East Subdivision Regulations

The Public Hearing for Ordinance 2018-10-02 was called to order by Mayor McKnight at 7:03 p.m.

Town Administrator, Melissa B. Cook-MacKenzie gave opening comments and stated the purpose of the Public Hearing was to receive public comment regarding the repeal of the existing North East Subdivision Regulations and adopt a new version.

The Planning Commission conducted a Public Hearing on November 6, 2018 and recommended the approval of the Ordinance to the Mayor and Commissioners.

There being no comment from the public, Mayor McKnight closed the Public Hearing at 7:05 p.m.

**-GUESTS-**

Mr. Matt Stewart, LED Upgrade Proposals

Mr. Matt Stewart, American Energy Corporation, Offering Green Solutions, gave a presentation about the LED upgrades proposed for various town buildings/fixtures. The Board directed Mrs. Cook-MacKenzie to review the proposals and present options to the Board at their next meeting on November 28, 2018.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

Resolution 2018-11-01; 134 North Main Street Extended

A motion to approve Resolution 2018-11-01, 134 North Main Street Extended was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

Ordinance 2018-10-02; North East Subdivision Regulations

A motion to approve Ordinance 02018-10-02, North East Subdivision Regulations was made by Commissioner Billig, seconded by Commissioner Crothers-Moore and approved by all.

**-REPORTS-**

Mayor McKnight

Mayor McKnight reported he attended the October 31, 2018 Annual Pumpkin Contest, with Chief Hamilton and Commissioner Kline.

Commissioner Billig

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

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the October 31, 2018 North East Spooktacular.

Commissioner Kline

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

Commissioner Kline reported he attended the October 31, 2018 Annual Pumpkin Contest, with Mayor McKnight and Chief Hamilton.

Commissioner Mitchell reported he attended the Third Annual Cecil County First Responders Appreciation Dinner on Saturday, November 3, 2018 at the North East Fire Company.

Commissioner Mitchell

Commissioner Mitchell reported he attended the North East Economic Development Committee meeting on Friday, November 1, 2018.

Commissioner Mitchell reported he attended the Third Annual Cecil County First Responders Appreciation Dinner on Saturday, November 3, 2018 at the North East Fire Company.

Commissioner Mitchell reported he attended the Planning and Commission meeting on Tuesday, November 6, 2018.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie entered into the record the August 2018 and September 2018 Planning and Zoning Monthly Reports.

Mrs. Cook-MacKenzie reported she attended the following meetings since the October 24, 2018 Town Board meeting.

- Attended a service for past Commissioner Elect Paul Huntzberry.
- Cecil County Economic and Development, Schaeffer's Restaurant.
- Town of North East and North East Chamber of Commerce Halloween Party.
- Planning and Commission.
- State Highway Administration, regarding Safe Schools.
- North East Isles Home Owners Board of Directors.
- Jeff Holcomb of Trammell Crow Company regarding the North East Commons Gateway Entry Way.
- Storm Water Management with Town's Consultant, Soltesz.
- North East Economic Development Commission Committee.
- North East Chamber of Commerce Board.

- State Highway Administration progress meeting, regarding SHA bridge project on MD 272 over AMTRAK.
- Ethics Commission regarding, Letter of Compliance.

Mrs. Cook-MacKenzie reported the Town's Attorney, David Beste, prepared an agreement releasing the Town Board for the CT Ridgeley.

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 entered into the record the budget to actual statements for the General & Enterprise Funds through September 30, 2018.

Mr. Natale reported approximately one hundred and fifty properties were shut off, Wednesday, November 14, 2018.

Mr. Natale reported the auditors were scheduled to attend tonight's Board Meeting, but asked to re-schedule for Wednesday, December 14, 2018. They will be giving a presentation on the 2018 Fiscal Year Audit.

**-UNFINISHED BUSINESS-**

None.

**-NEW BUSINESS-**

Town of North East 2018 Christmas Bonus

Mrs. Cook-MacKenzie presented to the Board a request to approve the Annual Christmas Bonus in accordance with the Personnel Manual and adopted budget.

A motion to approve the 2018 Christmas Bonus was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

**-MISCELLANEOUS-**

Mayor McKnight informed the Board the Tree Lighting Ceremony has moved to a new location this year, 122 South Main Street, on the green.

Commissioner Crothers-Moore advised the North East Rotary is hosting a Foreign Exchange student from Germany and what a pleasure it has been learning and experiencing their heritage.

**-APPROPRIATIONS-**

Fiscal Year 2019 Budget Amendment 2019-002

A motion to approve the Budget Fiscal Year 2019 Budget Amendment 2019-02 was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all.

**-BUSINESS FROM THE FLOOR-**

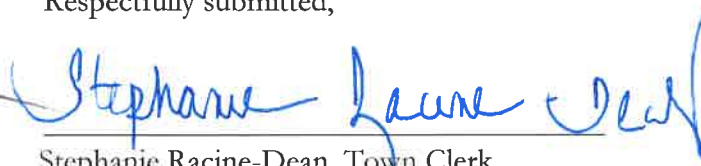
None.

**-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 7:55 p.m.

Attest:

Respectfully submitted,

  
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Robert F. McKnight, Mayor  
\_\_\_\_\_  
Stephanie Racine-Dean, Town Clerk