

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

**November 28, 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 and Ray Mitchell. Also present were Chief of Police Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Town Administrator Melissa B. Cook-MacKenzie, and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Commissioner Kline and Director of Finance and Administration Ken Natale.

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 November 14, 2018 meeting was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore, and approved by all.

**-PUBLIC HEARING-**

None.

**-GUESTS-**

None.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**-REPORTS-**

Mayor McKnight

Mayor McKnight reported he attended the Tree Lighting Ceremony on Friday, November 23, 2018 at 122 South Main Street.

Mayor McKnight reported he attended settlement for the purchase of the Maintenance Shop at 134 North Main Street Extended on Tuesday, November 27, 2018.

Mayor McKnight reported he attended a meeting with the County Executive, Dr. Alan McCarthy and Dian Taylor, Artesian Resources Corporation regarding the interconnection on Red Toad Road.

Commissioner Billig

None.

Commissioner Crothers-Moore

None.

Commissioner Mitchell

Commissioner Mitchell entered into the record the October 2018 Planning and Zoning Monthly Report.

Water Plant Superintendent, Ronald Carter

Mr. Carter gave the October 2018 report for both the Rolling Mill and the Leslie Water Treatment Plants.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the November 14, 2018 Town Board meeting.

- Mrs. Cook-MacKenzie reported the last several weeks have been dedicated to the preparation of the Cecil County Christmas Parade, which will be held on Saturday, December 1, 2018.

- Annual Christmas Tree Lighting in regards to the relocation of the event
- Sandy Turner, Cecil County Tourism Manager, regarding the relocation of the tourism office
- Cecil County Christmas Parade Committee
- Annual Christmas Tree Lighting Ceremony
- Steven Riley, ENECH regarding the water demand projections and the Maryland Department of the Environment Grant Funding applications
- Settlement for the purchase of the Maintenance Shop at 134 North Main Street Extended

Mrs. Cook-MacKenzie reported the contractor for the State Highway Administration is back on site regarding the bridge project over AMTRAK. The expectation is to begin the required jacking of the beams within the next week.

Mrs. Cook-MacKenzie reported Christopher Moyer, Director of the Cecil County Office of Economic Development and Sandy Turner, Tourism Manager toured the Jackson House, 300 Cherry Street. The Jackson House is a considering for the County's tourism office. Sandy Turner would like to meet in executive session with the Town Board at their next meeting to discuss rent and a lease agreement.

Mrs. Cook-MacKenzie reminded the Board to review information that was provided by her regarding Comcast rate and fee increases.

#### **-UNFINISHED BUSINESS-**

##### Mr. Matt Stewart – LED Upgrade Proposals

Mrs. Cook-MacKenzie advised the Board she requested meeting dates from Mr. Matt Stewart to continue the discussion for the LED upgrades of lights/fixtures. The meeting would include the participation of the Town's Department Heads.

#### **-NEW BUSINESS-**

##### Maryland Municipal League Dinner

Mayor McKnight informed the Board of the next Maryland Municipal League dinner which will be held in Cecilton on Thursday, December 20, 2018. Please R.S.V.P. to the Town Clerk, Stephanie Racine-Dean.

##### Mr. Charles G. and Mrs. Catherine J. Broomall, 259 Old Bayview Road, North East, Maryland re: Water Allocation Request – One Equivalent Residential Unit 250 GPD

Town Board Approved Minutes December 12, 2018

Mrs. Cook-MacKenzie presented a Water Allocation Request from Mr. and Mrs. Charles Broomall, 259 Old Bayview Road, North East, Maryland for one equivalent residential unit, 250 gallons per day. The Planning Staff recommends approval.

A motion to approve the Water Allocation Request for 250 gallons per day for one equivalent residential unit was made by Commissioner Billig and seconded by Commissioner Mitchell and approved by all.

Mr. Thomas V. Murtaugh and Ms. Melissa D. Arnold, 261 Old Bayview Road, North East, Maryland re: Water Allocation Request – One Equivalent Residential Unit 250 GPD

Mrs. Cook-MacKenzie presented a Water Allocation Request from Mr. Thomas V. Murtaugh and Ms. Melissa D. Arnold, 261 Old Bayview Road, North East, Maryland for one equivalent residential unit, 250 gallons per day. The Planning Staff recommends approval

A motion to approve the Water Allocation Request for 250 gallons per day for one equivalent residential unit was made by Commissioner Mitchell and seconded by Commissioner Billig and approved by all.

HUM II, 394 Baron Road, North East, Maryland re: Water Allocation Request – Two Equivalent Residential Units 500 GPD

Mrs. Cook-MacKenzie presented a Water Allocation Request from HUM II, 394 Baron Road, North East, Maryland for two equivalent residential units, 500 gallons per day. The Planning Staff recommends approval.

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

**-MISCELLANEOUS-**

Cecil County Salute to Cecil County Veterans

Mayor McKnight read a letter from the Salute to Cecil County Veterans Board of Directors and Operation Team regarding the cancelation of the event due to a severe storm on July 3, 2018. The committee was aware of prior cancelations due the weather, so it was decided to obtain event cancelation insurance. After submitting the claim for the event that was cancelled on July 3, 2018, the Salute to Cecil County Veterans will be receiving ninety percent of the cost back and applying the funds to the 2019 event. In return, the committee is offering to return the 2018 donations to each individual that made the contribution or the individual can apply their donation to the July 3, 2019 event.

Town Board Approved Minutes December 12, 2018

A motion to apply the 2018 donation from the Town of North East to the 2019 Cecil County Salute to Cecil County Veterans Event was made by Commissioner Crothers-Moore and seconded by Commissioner Mitchel and approved by all.

Mrs. Cook-MacKenzie reminded the Board, the 2018 Cecil County Christmas Parade will be held this Saturday, December 1, 2018 and there are approximately 140 entries.

Mayor McKnight complimented the Maintenance Department for helping with the decorating the Town's Christmas Tree that is located at 122 North Main Street.

**-APPROPRIATIONS-**

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

Fiscal Year 2019 Budget Amendment 2019-03

A motion to approve Budget Amendment 2019-03 was made by Commissioner Crothers-Moore, 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 7:22 p.m.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Town Clerk