

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

**January 23, 2019**

The Town Meeting was called to order by Mayor Robert F. McKnight 7:00 P.M. Present were Commissioners Cynthia Billig, Hilary Crothers-Moore, Michael Kline and Ray Mitchell. Also present were Maintenance Supervisor Phillip Meekins, Town Administrator Melissa B. Cook-MacKenzie, Director of Finance and Administration Ken Natale, Lieutenant James Just 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 January 9, 2019 meeting was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all.

**-PUBLIC HEARING-**

None.

**-GUESTS-**

Ms. Morgan Miller, Director of the Cecil County Public Library, North East Branch Library Design Reveal

Ms. Morgan Miller, the Director of the Cecil County Public Library and Mr. Chuck Ray, of Quinn Evans who designed the library gave a presentation about the design of the new North East Branch Library. The timeline for the new library is to start construction by late summer or early fall 2019 and opening late 2020.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTIONS AND ORDINANANCE-**

None.

**-REPORTS-**

Mayor McKnight

None.

Commissioner Billig

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

Commissioner Crothers-Moore

None.

Commissioner Kline

None.

Commissioner Mitchell

Commissioner Mitchell entered into the record the November and December 2018 Planning and Zoning Monthly Reports.

Water Plant Superintendent, Ronald Carter

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

Mr. Carter reported the interconnection on Red Toad Road with Artesian Water is under construction. The vault has been installed and the tap work will be completed within a week. Mr. Carter stated there will be water flowing by the end of February.

Director of Finance and Administration, Ken Natale

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

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Mr. Natale reported he will have a draft report to the Board next week regarding the Storm Water MS4. Once the documents are review, there will be a Work Session and a Public Hearing with the consultant.

Mr. Natale reported there will be a Budget Work Session on Wednesday, April 10, 2019 at 5:30 pm.

Mr. Natale reported the Public Hearing for the Fiscal Year Budget will be Wednesday, May 8, 2019 at 7:00 pm.

Mr. Natale reported the Adoption of the Budget Ordinance will be on Wednesday, May 22, 2019 at 7:00 pm.

Mr. Natale reported Artesian will be mailing out the Water Line Protection Plan letters and brochures next week.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the January 9, 2019 Town meeting:

- Economic Development Commission
- North East Chamber of Commerce Board of Directors
- North East Gateway Landscaping
- Parade Committee
- North East Gateway Site Plan
- North East Chamber of Commerce Business Meeting

Mrs. Cook-MacKenzie advised the Board going forward there will be additional information provided with the Water Department monthly report which will compare water production and usage on a monthly and annual basis.

**-UNFINISHED BUSINESS-**

Financial Relief Program re: Customer Service Line Leaks

Mr. Natale presented to the Board a draft policy regarding payment plans as requested by the Board at the January 29, 2019 meeting. The draft policy allows a payment plan for service line leaks only after they have been repaired. Customers must request a payment plan prior to the due date of the quarterly bill. Length of payment and terms is determined by the amount of the bill, on a sliding scale three to twelve months at or a zero percent interest rate.

A motion to approve the Financial Relief Program as outlined, was made by Commissioner Kline, and seconded by Commissioner Mitchell and approved by all.

**-NEW BUSINESS-**

Mr. John Curtis Abrams & Mrs. Catherine Abrams, Water Allocation Request, 281 Old Bay View Road, North East, Three Equivalent Residential Units, 750 GPD.

Mrs. Cook-MacKenzie presented a Water Allocation Request for Mr. John Curtis Abrams & Mrs. Catherine Abrams for three equivalent residential units, 750 gallons per day.

A motion to approve the Water Allocation Request for 750 gallons per day, was made by Commissioner Mitchell, and seconded by Commissioner Billig and approved by all.

Mrs. Ethel Abrams, Water Allocation Request, 285 Old Bay View Road, North East, One Equivalent Residential Units, 250 GPD

Mrs. Cook-MacKenzie presented a Water Allocation Request for Mrs. Ethel Abrams for one equivalent residential units, 250 gallons per day.

A motion to approve the Water Allocation Request for 250 gallons per day, was made by Commissioner Mitchell, and seconded by Commissioner Kline and approved by all.

Payments terms for furloughed Federal workers

Mrs. Cook-MacKenzie reported she attended a meeting at the County and there was discussion regarding the furlough of the federal government employees and assisting them with their utility billing.

After discussion, the Board requested Mrs. Cook-MacKenzie to contact the County to request further information about the program. This will be discussed further at the next Town Board meeting on Wednesday, February 13, 2019.

**-MISCELLANEOUS-**

Mrs. Cook-MacKenzie requested an amendment to the agenda for the Adjournment to be relocated after the Closed Session.

**-APPROPRIATIONS-**

None.

**-BUSINESS FROM THE FLOOR-**

None.

**-CLOSED SESSION-**

On January 23, 2019 at 8:25 PM a motion was made by Commissioner Kline, second by Commissioner Mitchell and carried unanimously to go into closed session in accordance with General Provisions Article 3-305 (b) (4) to consider a matter that concerns the proposal for a business or industrial organization to locate, expand or remain in the State. Members in favor: Commissioner Billig and Commissioner Crothers-Moore. Opposed: none. Abstaining: none. Absent: none.

Mayor Robert F. McKnight, Commissioners Cynthia Billig, Hilary Crothers-Moore, Michael Kline and Raymond Mitchell, Town Administrator Melissa B. Cook-MacKenzie, Town Clerk Stephanie Racine-Dean, and Mrs. Sandy Maruchi-Turner, Cecil County Tourism Coordinator were also in attendance.

Topic to discuss: Terms & Conditions of Lease Agreement for Jackson House and Potential Tenant.

At 9:01 PM Mayor McKnight returned to Open Session.

**-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 9:02 p.m.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Town Clerk