

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

February 13, 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, Water Superintendent Ron Carter, 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 23, 2019 meeting was made by Commissioner Billig, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the Closed Session minutes of the January 23, 2019 meeting was made by Commissioner Kline, seconded by Commissioner Mitchell 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 several water related meetings and activities within the last several weeks.

Commissioner Billig

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

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline reported he attended a public hearing at the Cecil County Administration Building on February 12, 2019 regarding the 2020 fiscal year budget.

Commissioner Mitchell

None.

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 advised the Board, the Finance Department is tracking the expenses related to the water main break on Razor Strap Road. Mr. Natale will provide a report showing the full cost once everything is paid.

Mr. Natale reported there is a Solicitation of Bids on the Town's website and Cecil Whig advertising for monthly cleaning services at the North East Town Hall and the North East Police Department. The deadline to submit a bid is Friday, March 1, 2019 by 4:00 PM. The solicitation was issued immediately after the Town's former contractor quit without notice on February 7, 2019.

Mr. Natale reported the lease on the Town Hall's copier will end in April and staff is currently reviewing proposals from multiple vendors.

Mr. Natale reported he met with the Department Heads on Tuesday, February 5, 2019 to start the 2020 fiscal year budget process.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie wanted to thank the entire town staff for and the volunteers for all their help with the water main break.

Mrs. Cook-MacKenzie reported she attended the following meetings since the January 23, 2019 Town meeting:

- LED Light with Town Staff.
- Fiscal Year Budget.
- C N A, David Beste and the Town Staff in regards to Northwood's.
- State Highway Administration progress meeting, regarding SHA bridge project on MD 272 over AMTRAK and the State Highway Route 40 improvements.

Mrs. Cook-MacKenzie reported Economic Development Committee has moved their meetings from the second Wednesday of the month to the third Wednesday starting at 9:00 AM.

Water Superintendent, Ron Carter wanted to thank the Board, town's staff and the volunteers for the support and help during the water main break. He also stressed how pleasant the water customers were during this difficult time.

Mayor McKnight advised the Board the town staff met with Artesian on Friday, February 8, 2019 and shared a plan they have in place for the town's review.

-UNFINISHED BUSINESS-

None.

-NEW BUSINESS-

Bill Credits for Customers affected by the Main Break on Razor Strap Road

Mr. Natale presented the Board for potential ways to offer credits to customers affected by the main break on Razor Strap Road on January 28, 2019 which lasted for five days. These credits for the water main break would be applied to the water accounts directly to offset charges associated with the March billing.

After discussion of all the options presented, it was agreed upon by the Board to select Option 3. Since the duration of the outage was so long, and resulted in such a major inconvenience to customers including finding alternative housing/shower/washing facilities, buying water, etc. The town would give a credit for the full amount of the minimum bill for the March quarter, \$101.00 per equivalent residential unit. The cost of this option would be 36,360.00

A motion to approve the Bill Credits for Customers affected by the Main Break on Razor Strap Road, was made by Commissioner Crothers-Moore, and seconded by Commissioner Billig and approved by all.

Mr. Natale recommended a credit to the Chesapeake House, based on average daily usage for the affected period from last year's billing as they do not pay a minimum bill.

A motion to approve a credit for the Chesapeake House in the amount of \$4,277.00 based on actual usage for last year was made by Commissioner Crothers-Moore, and seconded by Commissioner Kline and approved by all.

Draft MS4 Report

Mr. Natale presented to the Board the draft MS4 Report that was prepared by, Soltesz LLC. The information has been compiled on behalf of the Town of North East pursuant to RFP 2018-06-01 for the purpose of identifying the Town's MS4 permit obligations which is administered under the authority of the Maryland Department of the Environment and provides the necessary guidance to allow the Town to make decisions about the amount of the stormwater fee and in what format it could be implemented.

After discussion, the Board has agreed they wanted to have a work session with the consultants prior to a public hearing on the MS4 Report. Possible dates are Wednesday February 27 or March 13, 2019 at 5:30 PM. Mr. Natale will contact the Board once the date is determined.

Election Results

Mrs. Cook-MacKenzie enter into the record the February 11, 2019 Town Election results. Mayor McKnight was reelected with Commissioner Cynthia Billig and Commissioner Kline.

TC Midatlantic Development II, LLC, Water Allocation Request, Cross Dock Facility-Distribution Center, on the property of Nazarene Camp, Four Equivalent Residential Units, 1,000 GPD.

Mrs. Cook-MacKenzie presented a Water Allocation Request for TC Midatlantic Development, LLC for four equivalent residential units, 1,000 gallons per day.

A motion to approve the Water Allocation Request for 1,000 gallons per day, was made by Commissioner Mitchell, and seconded by Commissioner Kline and approved by all.

Town of North East, Revised Water Service Area

Mrs. Cook-MacKenzie presented to the Board the (Artesian/Town of North East, Service Area Map). Mrs. Cook-MacKenzie is requesting for the proposed revised water service area to be amended to include a portion of land south west. If approved, this will be edited and submitted to the County for the 2019 Water and Service Area Plan.

A motion to approve the Revised Water Service Area Modification, was made by Commissioner Kline, and seconded by Commissioner Mitchell and approved by all.

-MISCELLANEOUS-

Mayor McKnight presented to the Board, an invitation to attend the Boys & Girls Club of Cecil and Harford Counties Mardi Grass Fundraiser on Saturday, March 2, 2019. Please R.S.V.P to Ken Natale.

-APPROPRIATIONS-

None.

-BUSINESS FROM THE FLOOR-

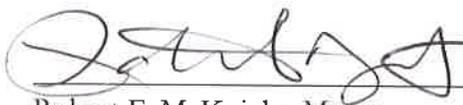
None.

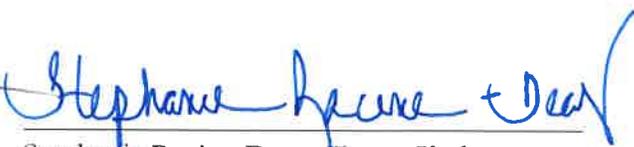
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore approved by all. The meeting adjourned at 7:31 p.m.

Attest:

Respectfully submitted,


Robert F. McKnight, Mayor


Stephanie Racine-Dean, Town Clerk