

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

**June 12, 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 Chief of Police Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Director of Planning Betsy Vennell and Town Clerk Stephanie Racine-Dean. Absent from the meeting, were Director of Finance and Administration Ken Natale and Town Administrator Melissa B. Cook-MacKenzie.

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 May 22, 2019 meeting was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. Commissioner Billig abstained due to her absence at the May 22, 2019 meeting.

**-PUBLIC HEARING-**

None.

**-GUESTS-**

None.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**-REPORTS-**

Mayor McKnight

None.

Commissioner Billig

Commissioner Billig entered into the record the May 2019 Crime and Traffic Breakdown for the Town of North East Police Department.

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline entered into the record the April 2019 Maintenance Department Monthly Report.

Commissioner Kline reported he attended a Enerwa Water Sampling Training on Tuesday, June 11, 2019.

Commissioner Mitchell

None.

Director of Planning

Ms. Betsy Vennell entered into the record, on behalf of the Town Administrator, Melissa Cook-MacKenzie an update regarding the SHA bridge project on MD 272 over AMTRACK. The contractor is scheduled to shift traffic to the existing bridge on June 25<sup>th</sup>, 2019 weather permitting. If rescheduled, it will take place the week of July 8<sup>th</sup>, 2019 through July 12<sup>th</sup>, 2019. In addition, the lighting is currently being installed with completion on Thursday, June 13, 2019. The contractor, Alan Meyers is working on minor revisions, including the retaining wall being painted and the final pavement which is scheduled the week of June 16<sup>th</sup>, 2019 weather permitting. Ms. Vennell advised the next scheduled State Highway Administration progress meeting will be held on Wednesday, June 26, 2019.

**-UNFINISHED BUSINESS-**

Mayor McKnight reminded the Board about the prior discussion regarding the Edna E. Lockwood, the “Buckeye Schooner” which will be on tour on the Chesapeake Bay this summer. They are requesting approval for the vessel to be docked at the North East Community Park, July 9 thru July 11, 2019 for the public to tour. Mrs. Cook-MacKenzie prepared a revised Code of Ordinance to the Board with revisions regarding, Article 4, Section 4-702, Certain Actions and Conduct Prohibited Subsection 3.

Mayor McKnight requested the Board to review the document and further discussion will be held at the next Town Board meeting on, Wednesday, June 26, 2019.

Mayor McKnight reminded the Board the discussion that took place at the prior board meeting regarding the replacement of tablets for the, Mayor & Commissioners and the interest in obtaining tablets for the Planning Commission, this would total eight. Mr. Natale advised the Board at the last Board Meeting, the tablets could be purchased out of the existing 2019 budget.

After discussion, the Board agreed to proceed with the purchase of the tablets for the Mayor and Commissioners and the Planning Commission.

**-NEW BUSINESS-**

Mr. Michael Palmisano, Five Iron, Chesapeake Club H-3: Lots 311-319, 332-329 and 331, North East Fifteen Equivalent Residential Unit/250 GPD Per Lot.

Ms. Betsy Vennell presented a Water Allocation Request for Mr. Michael Palmisano, Five Iron, Chesapeake Club H-3, North East, fifteen residential units, 3,750 gallons per day, total usage.

A motion to approve the Water Allocation Request for 3,750 gallons per day for fifteen equivalent residential units was made by Commissioner Kline, and seconded by Commissioner Mitchell and approved by all.

Mr. Michael Palmisano, Bay Club Parkway and Tournament Circle, Chesapeake Club H-2: Lots 195, 197-203, 311, 312, 333, 250-252, 282-288, North East Twenty One Equivalent Residential Unit/250 GPD Per Lot.

Ms. Betsy Vennell presented a Water Allocation Request for Bay Club Parkway and Tournament Circle, Chesapeake Club H-2, North East, twenty one residential units, 5,250 gallons per day, total usage.

A motion to approve the Water Allocation Request for 5,250 gallons per day for twenty one equivalent residential units was made by Commissioner Billig, and seconded by Commissioner Mitchell and approved by all.

Town Board Approved Minutes June 26, 2019

Sensus Software Agreement

Ms. Betsy Vennell presented to the Board on behalf of the Director of Finance and Administration, Ken Natale, the Sensus Software Agreement. As part of the Fiscal Year 2020 Budget the Board approved on May 22, 2019 the Town will upgrade its Sensus software (for the Towns' smart meters) from an on premise system to a cloud based (Software as a Service, SaaS).

A motion to approve the Sensus Software Agreement was made by Commissioner Crothers-Moore, and seconded by Commissioner Kline and approved by all.

**-MISCELLANEOUS-**

Commissioner Mitchell advised the Board, he will not be attending the next Town Board meeting on Wednesday, June 26, 2019 due to vacation.

**-APPROPRIATIONS-**

Fiscal Year 2020 Workers' Compensation Insurance Policy

A motion to approve the Fiscal Year 2020 Workers' Compensation Insurance Policy for the amount of \$95,305.00 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 Kline 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