

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

May 22, 2019

The Town Meeting was called to order by Mayor Robert F. McKnight 7:00 P.M. Present were Commissioners Hilary Crothers-Moore, Michael Kline and Ray Mitchell. Also present were Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Ken Natale Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting were Commissioner Cynthia Billig, Chief of Police Darrell Hamilton and Water Plant Superintendent, Ronald Carter.

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 8, 2019 meeting was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

-PUBLIC HEARING-

Mayor McKnight opened the public hearing at 7: 03 p.m.

Ordinance 2019-05-01 re: Stormwater Establishment Utility

For the purpose of adding to the Town of North East Code of Ordinances Existing Chapter 7 Public Maintenance and the Environment, Article 7. Stormwater Management Ordinance. Section 7-702 thru Section 7-706 to establish a Stormwater Management Fund; Adopting a Stormwater Management Utility Fee; Providing for Certain Exemptions and Credits; and Generally Pertaining to Stormwater Management Utility Fee and Amending the Table of Contents.

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

-GUESTS-

None.

-PUBLIC COMMENT-

None.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

Ordinance No. 2019-05-01 Adding to the Town of North East Code of Ordinances Existing Chapter 7. Public Maintenance and the Environment, Article 7. Stormwater Management Ordinance Sections 7-702 thru 7-706 to establish a stormwater management fund; adopting a stormwater management utility fee; providing for certain exemptions and credits; and generally pertaining to stormwater management fee.

Commissioner Mitchell made a motion to adopt Ordinance No. 2019-05-01, Commissioner Kline seconded the motion and the motion was approved by all.

Ordinance No. 2019-04-01 Adopts Fiscal Year 2020 Budget, Real and Public Utility/Railroad Operating Tax Rates for the Taxable Year beginning July 1, 2019, and a Homestead Tax Credit Percentage to be applied for the purposes of the Homestead Tax Credit under State Law, stating certain projected expenditure and expenses allocation; specifying circumstances under which approval of the Mayor and Commissioners is required for modifications to revenues and expenditures; establishing comprehensive fiscal plan for the Town of North East for the period July 1, 2019 through June 30, 2020.

Commissioner Crothers-Moore made a motion to adopt Ordinance No. 2019-04-01, Commissioner Mitchell seconded the motion and the motion was approved by all.

Resolution No. 2019-05-01 Adopts the Amount the Town will contribute toward premiums for Medical Insurance.

Commissioner Mitchell made a motion to adopt Resolution No. 2019-05-01, Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

Resolution No. 2019-05-02 Adopts the Amount the Town will contribute toward premiums for Dental and Vision Insurance.

Town Board Approved Minutes June 12, 2019

Commissioner Kline made a motion to adopt Ordinance No. 2019-05-02, Commissioner Mitchell seconded the motion and the motion was approved by all.

Resolution No. 2019-05-03 Adopts the Face Amount which the Town will contribute toward a life insurance policy for each full time employee.

Commissioner Crothers-Moore made a motion to adopt Ordinance No. 2019-05-03, Commissioner Kline seconded the motion and the motion was approved by all.

Resolution No. 2019-05-04 Adopt the Amount which the Town will contribute toward any premiums to provide monetary contributions toward continuation for medical insurance for employees who have retired from employment in good standing with the Town.

Commissioner Mitchell made a motion to adopt Ordinance No. 2019-05-04, Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

-REPORTS-

Mayor McKnight

Mayor McKnight reported he attended the Groundbreaking Ceremony for the new North East Library on Saturday, May 11 2019.

Mayor McKnight reported he attended the Boys & Girls Club, 2019 Youth Celebration Dinner on Wednesday, May 22, 2019 at the Chesapeake Ballroom.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Groundbreaking Ceremony for the new North East Library on Saturday, May 11, 2019.

Commissioner Crothers-Moore reported she attended the Mauldin Commerce Center Ribbon Cutting and Open House on Sunday, May 19, 2019.

Commissioner Kline

Commissioner Kline reported he attended the Groundbreaking Ceremony for the new North East Library on Saturday, May 11, 2019.

Commissioner Mitchell

Commissioner Mitchell entered into the record the April 2019 Planning and Zoning Monthly Report.

Town Board Approved Minutes June 12, 2019

Commissioner Mitchell reported he attended the Groundbreaking Ceremony for the new North East Library on Saturday, May 11, 2019.

Commissioner Mitchell reported he attended the Mauldin Commerce Center Ribbon Cutting and Open House on Sunday, May 19, 2019.

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 reported he is updating the Investment Policy which has not been updated since early 1990's.

Mr. Natale reported he is actively managing the balances for the Town's operating accounts with Howard Bank and moving idle cash out and into the Local Government Investment Pool, this will generate approximately \$30,000.00 in additional interest.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the May 8, 2019 Town Meeting:

- Groundbreaking Ceremony for the new North East Library.
- Annual meeting with Cecil County regarding Tax Set Off.
- North East Chamber of Commerce Board of Directors Meeting.
- North East Women's Civic League Meeting
- Entech Engineering regarding ongoing projects.

Mrs. Cook-MacKenzie reported the Town received a reimbursement check in the amount of \$8,471.00 from NRG Energy, for selling back electricity.

Mrs. Cook-MacKenzie reported she attended a meeting with State Highway Administration, Mr. Robert Tucker, regarding the US Route 40 Project. There has been an approval of a new contractor, Gradeline Construction, a company based in Middle River. Mr. Tucker advised, prior projects such as Blue Ball Road roundabout and Charlestown's Sidewalk Project will resume with work being done by late summer and move forward to US Route 40 and Route 272.

Mrs. Cook-MacKenzie reported she attended a meeting with State Highway Administration regarding the SHA bridge project on MD 272 over AMTRACK the contractor is scheduled to shift traffic to the existing bridge mid-June. Mrs. Cook-MacKenzie advised the existing sidewalk that need to be replaced has been repaired and the concrete has been poured.

Town Board Approved Minutes June 12, 2019

Mrs. Cook-MacKenzie reported she attended a meeting with the new architect and the Town's Engineer regarding the Jackson House. Mrs. Cook-MacKenzie advised there will be meeting either on June 4, 2019 or June 6, 2019 to review the final documents with the project going out to bid the first of the 2020 year.

Mrs. Cook-MacKenzie reported Mrs. Gabrielle Oldham, Chairman, Board of Appeals has resigned from her position due to moving outside of town limits.

Mrs. Cook-MacKenzie reported the Planning Department sent a notice to the Board, regarding 114 South Main Street, North East regarding two Special Exception applications for a possible restaurant with an on premise alcohol beverage license. The Planning Commission will have a meeting on Tuesday, June 4, 2019 and a recommendation will be sent to the Board of Appeals with their meeting being held on Thursday, June 20, 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 advised the Board there has been an amendment prepared to revise the Code of Ordinances, the Board will have to pass before they can grant approval.

After discussion, the Board requested for the document to be prepared and presented at the next Town Board meeting on Wednesday, June 12, 2019.

Mr. Ken Natale advised the Board of the information he has obtained in replacing their tablets with the cost running anywhere from \$1,000.00 to \$1,500.00. Mrs. Cook-MacKenzie advised the Board the Planning Commission has interest in obtaining tablets also. Mr. Natale advised the tablets could be purchased out of the existing 2019 budget.

Mayor McKnight instructed the Town Administrator to confirm with the Planning Commission about their desire for tablets and inform the Board at the next Town Board meeting on Wednesday, June 12, 2019.

Mrs. Cook-MacKenzie gave additional information regarding the permanent repair to the water main on Razor Strap Road. The Town's Engineer, Entech, gave several preliminary sketches to reflect each scenario, rebury the lines in ground as previous or do a separate bridge alongside of the County's vehicular and pedestrian bridge with the water main being exposed. Mrs. Cook-MacKenzie advised the Board, the contractor gave his analysis after probing the creek and determining which option would be in the best interest to the Town.

After discussion, the Board agreed to continue and to proceed with the apparent less expensive method, burying the line under the creek bed.

Town Board Meeting May 22, 2019

-NEW BUSINESS-

2018 Annual Planning Report: Adopted by the Planning Commission

Commissioner Mitchell presented the 2018 Annual Report of the Town of North East Planning Commission, in accordance with the provisions of the Annotated Code of Maryland. Land Use. Section 1-207. The Planning Commission shall prepare, adopt and file an annual report for the previous calendar year with the legislative body. The Town of North East Planning Commission, filing same with the Mayor and Commissioners and the Secretary of the Maryland Department of Planning.

North East Library, 485 Mauldin Avenue, North East Four Equivalent Residential Unit/880 GPD

Mrs. Melissa Cook-MacKenzie presented a Water Allocation Request for the North East Library, four residential units, 880 gallons per day.

A motion to approve the Water Allocation Request for 880 gallons per day, with recommendation from town staff was made by Commissioner Kline, and seconded by Commissioner Mitchell and approved by all.

Deed of Conveyance, Lot 4, North East Gateway

Mrs. Melissa Cook-MacKenzie presented a Deed of Conveyance for Lot 4, North East Gateway which conveys .610 acres from the owner of property, DRI/TCC NE Commons, LLC to the Mayor and Commissioners.

A motion to approved the Deed of Conveyance for, Lot 4, North East Gateway with recommendation from the town staff was made by Commissioner Mitchell, and seconded by Commissioner Crothers-Moore and approved by all.

Artesian Agreement, Combined Interconnection

Mrs. Melissa Cook-MacKenzie presented to the Board the Interconnection Agreement between Artesian and the Town of North East. This agreement involves a combined interconnection agreement regarding Red Toad Road Interconnection and the Mechanics Valley Road and Marley Road, the Route 40 East Interconnection.

A motion to approve the Artesian Agreement, Combined Interconnection as presented was made by Commissioner Kline, and seconded by Commissioner Mitchell and approved by all.

-MISCELLANEOUS-

Maintenance Supervisor, Phil Meekins wanted to thank the Board and the town staff for the benefit package that was provided to the town staff for Fiscal Year 2020.

-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 and approved by all. The meeting adjourned at 7:45 p.m.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Town Clerk