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

July 24, 2019

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 Michael Kline. Also present were Chief of Police Darrell Hamilton, Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Commissioner Ray Mitchell, Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Ken Natale and Water Superintendent Ron 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 July 10, 2019 meeting was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

-PUBLIC HEARING-

None.

-GUESTS-

None.

-APPOINTMENTS-

None.

-PUBLIC COMMENT-

None.

-INTRODUCTION OF ORDINANCES-

None.

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-ADOPTION OF RESOLUTION AND ORDINANCES-

None.

-REPORTS-

<u>Mayor McKnight</u>

Mayor McKnight reminded the Board of the discussion that took place at the last board meeting regarding the MDE Funded Project, for the Storage Tank Mixers. It was agreed by the Board, that Derstine Company, LLC, would be awarded the contract in the amount of \$619,000.00. After further discussion with the Town Administrator, the Board understood the final design of the project includes seven mixers and three Trihalomethane (TTHM) and Haloacetic acids (HAA5) removal systems in three of the tanks.

Mayor McKnight reported he administered the Oath of Office to Mark T. Dobbins who was reappointed to the Planning Commission on Monday, July 15, 2019. His term expires, July 9, 2024.

Mayor McKnight reported he attended a wrap up meeting for the Salute to Cecil County Veterans on Wednesday, July 17, 2019.

Mayor McKnight reported he gave the opening prayer at the County Council Legislative Session on Tuesday, July 16, 2019.

Commissioner Billig

None.

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline reported he attended the Elk and North East Rivers Watershed Association (ENERWA) meeting and the Oath of Office for Mark Dobbins on Monday, July 15, 2019 at 6:30 pm.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie entered into the record on behalf of the Water Plant Superintendent, Ron Carter the June 2019 report for both the Rolling Mill and the Leslie Treatment Plants.

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Mrs. Cook-MacKenzie advised she received information from the Water Superintendent, Ron Carter, stating all water tests for HAA5 and TTHM came back well within required limits, considering the wet and hot season thus far.

Mrs. Cook-MacKenzie advised the Board, there is new business opening, the Lucky Penny at 505 South Main Street. The Grand Opening will take place on, Saturday, July 27, 2019 at 11:00 am.

Mrs. Cook-MacKenzie reported to the Board, there was a meeting with the town's staff along with the Town's Attorney and Ridgely Forest Attorney regarding the deeds for the public improvements. The attorney for Ridgely Forest will get the necessary corrections to the deeds for the town to get the balance for the roads that have been accepted. The developer will have their next take down from the bank for the remainder of the property, this will eliminate the frustration with the attorneys getting signatures for all documents.

Mrs. Cook-MacKenzie reported she attended the following meetings since the July 10, 2019 Town Meeting:

- July 17, 2019 North East Economic Development Commission.
- July 17. 2019 Mr. & Mrs. Hudson Benson regarding the Raceway and the MS4 Permit.
- July 17, 2019 wrap up meeting for Salute to Cecil County Veterans
- July 17, 2019 Entech Engineer, Steve Riley regarding ongoing projects.
- July 23, 2019 Auditors, regarding annual audit.

-UNFINISHED BUSINESS-

None.

-NEW BUSINESS-

Letter to Property Owners re: Stormwater Management Fee

Mayor McKnight presented to the Board a draft letter regarding the Stormwater Management Fee with the explanation to the town's property owners. In the letter it explains the unfunded mandate the Town has been handed by the Maryland Department of the Environmental and the United States Environmental Protection Agency. The letter continues to discuss the Fiscal Year 2020 budget process, the Board discussed the options for funding the mandate. This process was to determine how the new Stormwater Fee will be assessed to each property owner which the customer will begin to see on the September 2019 utility water bill.

After discussion, Commissioner Kline did express his interest in the town to have all information regarding the Stormwater Management Fee to be applied to the Town's website for review. Mrs. Cook-MacKenzie assured the Board, all information has been uploaded to the Town's website and the Town's Facebook page.

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<u>1 PH Properties, LLC, Ridgeley Forest Subdivision, Section 4, Lots 4000 – 4039, Forty Equivalent Residential Units/250 GPD Per Lot</u>

Mrs. Melissa B. Cook-MacKenzie presented a Water Allocation Request for 1 PH Properties, LLC, Ridgely Forest Subdivision, for forty residential units, 10,000 gallons per day, total usage.

A motion to approve the Water Allocation Request for 10,000 gallons per day for forty equivalent residential units was made by Commissioner Billig, and seconded by Commissioner Kline and approved by all.

<u>1 PH Properties, LLC, Ridgeley Forest Subdivision, Section 3-A, Lots 3000 – 3030, Thirty One</u> Equivalent Residential Units/250 GPD Per Lot

Mrs. Melissa B. Cook-MacKenzie presented a Water Allocation Request for 1 PH Properties, LLC, Ridgely Forest Subdivision, for thirty one residential units, 7,750 gallons per day, total usage.

A motion to approve the Water Allocation Request for 7,750 gallons per day for thirty one equivalent residential units was made by Commissioner Crothers-Moore, and seconded by Commissioner Billig and approved by all.

-MISCELLANEOUS-

Chief Hamilton reminded the Board about National Night Out on Tuesday, August 6th, 2019 at the North East Methodist Church between the hours of 5:30 p.m. - 7:30 p.m. The Board agreed to make a donation of \$95.40 towards water ice.

-APPROPRIATIONS-

A motion to approve Requisition R0-0005 to Certified Seal Company in the amount of \$30,000.00 for Fiscal Year 2020 Street Sweeping was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R0-0104 to Local Government Insurance in the amount of \$44,566.00 for Fiscal Year 2020 Insurance Premiums was made by Commissioner Kline, seconded by Commissioner Billig and approved by all.

-BUSINESS FROM THE FLOOR-

None.

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-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all. The meeting adjourned at 7:15 p.m.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Town Clerk