

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

**September 11, 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, Town Administrator Melissa B. Cook-MacKenzie, Director of Finance and Administration, Ken Natale and Town Clerk Stephanie Racine-Dean.

The Pledge of Allegiance was recited and a moment of silence was observed.

**-OATH OF OFFICE-**

Mayor McKnight administered the Oath of Office to Brian C. Morgan, Economic Development Commission. His term expires, August 28, 2021.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the August 28, 2019 meeting was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. Commissioner Kline abstained due to his absence from the August 28, 2019 meeting.

**-PUBLIC HEARING-**

None.

**-GUESTS-**

None.

**-APPOINTMENTS-**

A motion to re-appoint to the Board of Appeals, Peg Hardin, 20 Mallory Way, to a one year term expiring, October 8, 2020 was made Commissioner Billig, seconded by Commissioner Mitchell and approved by all.

A motion to re-appoint the following individuals to the Board of Supervisors of Elections to a one year term expiring on October 1, 2020 was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all:

- Ulysses Grant Demond IV, 102 Mill Lane
- Kimberly Davis, 47 North Court
- Ruth L. Gonce, 408 Merrey Street

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**-REPORTS-**

Mayor McKnight

Mayor McKnight reported he attended the North East Fire Company, Ladies Auxiliary's 90<sup>th</sup> Anniversary Celebration on, Saturday, September 7, 2019.

Commissioner Billig

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

Commissioner Crothers-Moore

None.

Commissioner Kline

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

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Commissioner Kline reported, effective Tuesday, September 3, 2019 he has officially retired from DuPont Stine Haskell Research Center.

Commissioner Mitchell

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

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

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 entered into the record the Budget to Actual Statements for the General & Enterprise Funds through June 30, 2019.

Mr. Natale reported the auditors will be on site the week of September 23, 2019 for additional field work.

Mr. Natale reported there will be a separate insert with the September 30, 2019 water utility bill. The letter will offer the property owner, direct debit of their utility bills, which will be taken directly out of their savings/checking account each quarter.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the August 28, 2019 Town Meeting:

- North East Economic Development Commission
- Tourism Coordinator, Ms. Sandy Turner regarding the Jackson House renovation plans
- Two Sub-Committee Economic Development meetings
- Director of Planning and Zoning, Betsy Vennell regarding Planning and Zoning matters
- Entech Engineer, Steve Riley, regarding various ongoing water projects
- Cecil County Christmas Parade meeting

Mrs. Cook-MacKenzie attended the North East Fire Company Ladies Auxiliary's 90<sup>th</sup> Anniversary Celebration on, Saturday, September 7, 2019.

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Mrs. Cook-MacKenzie reported the progress meeting for the State Highway Bridge over AMTRAK on Wednesday, September 11, 2019 was cancelled due to the crew working during the evenings. There has been several complaints from residences and non-residences regarding the work being done overnight. The work has to be done overnight because the work requires electric outages which also means trains have to be cancelled. To minimize the train outages AMTRAK requires the work to be done overnight.

**-UNFINISHED BUSINESS-**

Radar Speed Signs, Mauldin Avenue

Mayor McKnight requested an update on the radar speed signs that were located on Mauldin Avenue and the effect they had on the comprehensive traffic management. Chief Hamilton reported once the data is received, the report will be forwarded to the Town Hall for the Mayor and Commissioners to review and determine if there is a value to proceed. Mrs. Cook-MacKenzie advised the Board she received additional information from SolarSync Cloud-Based System and she will further discuss this product with the town staff at their next department head meeting.

Uniforms for the Town of North East Maintenance Department and Water Department

Maintenance Supervisor, Phillip Meekins presented to the Board information from vendors regarding uniform cost and comparison for the town employees. After discussion, Commissioner Kline is requesting for all departments that require uniforms to gather additional information regarding:

- The cost of purchasing.
- The cost of leasing.
- The cost of cleaning.
- And the cost of what each department is paying currently.

**-NEW BUSINESS-**

None.

**-MISCELLANEOUS-**

Commissioner Billig reported, Cecil Bank in Elkton, is sponsoring a community shred day on Saturday, September 14, 2019 between the hours of 10:00 a.m. - 2:00 pm.

**-APPROPRIATIONS-**

Budget Amendment 2019-009 – Fiscal Year 2019

A motion to approve Budget Amendment 2019-009, Fiscal Year 2019 ending June 30, 2019 for new revenue was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

**-BUSINESS FROM THE FLOOR-**

Maryanne Bershard, 112 Inverness Drive, North East is requesting the Board waive the \$355.00 lock fee that was applied to her water utility bill for non-receipt of payment on September 10, 2019. Mayor McKnight advised the customer, there was a letter mailed from the Town of North East during April 2013 explaining the former Board of County Commissioners filed a request with the Maryland Public Service Commission (PSC) explaining the increase of water rates for the out of Town customers and the increase in the reconnection. Pursuant to the State Code, the bills are payable upon receipt. If any bill remains unpaid after 30 days from the due date the bill is sent, it shall be deemed past due. Once a bill is deemed past due the following three fees apply:


- \$16.00 for a shut-off (second) notice
- \$45.00 for shutting off water
- \$355.00 for removing or locking the water meter

Mayor McKnight again expressed to the customer these fees were set by the PSC as a result of the former Board of County Commissioners exercising their right to request the out of town rates be reviewed and set by PSC.

**-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 7:40 p.m.

Respectfully submitted,

  
Stephanie Racine-Dean, Town Clerk

Attest:

  
Robert F. McKnight, Mayor