

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

September 25, 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, Water Superintendent Ron Carter, Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Maintenance Supervisor Phillip Meekins and Director of Finance and Administration, Ken Natale.

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

-OATH OF OFFICE-

Mayor McKnight administered the Oath of Office to the members of the Board of Supervisors of Elections. Their terms expires, October 1, 2020.

- Ulysses Grant Demond, IV
- Kimberly Davis
- Ruth L. Gonce

-APPROVAL OF MINUTES-

A motion to approve the minutes of the September 11, 2019 meeting was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

A motion to approve the minutes of the September 11, 2019 workshop meeting was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC HEARING-

None.

-GUESTS-

None.

-APPOINTMENTS-

None.

-PUBLIC COMMENT-

None.

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

None.

-REPORTS-

Mayor McKnight

Mayor McKnight reported he attended a meeting with Robert Crouch and the Town Administrator regarding the relocation of the Santa House.

Commissioner Billig

None.

Commissioner Crothers-Moore

None.

Commissioner Kline

None.

Commissioner Mitchell

None.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the September 11, 2019 Town Meeting:

Town Board Meeting September 25, 2019

- Robert Crouch and Mayor McKnight regarding the relocation of the Santa House
- North East Chamber Board of Directors meeting
- Artesian Water regarding the engineering for the Route 40 East Interconnection
- Cecil County Christmas Parade meeting

Mrs. Cook-MacKenzie reported she had a meeting with Entech Engineer, Steve Riley, in regards to various water projects. Next week meeting a meeting will be held with the Maryland Department of Transportation (MDOT). Because the Town does not own the I-95 Water Storage Tank the Town and MDOT will need to enter into a Memorandum of Understanding authorizing the town to complete work. The Town has also requested MDOT share in the cost of the project.

Mrs. Cook-MacKenzie reported the Economic Development Commission is working on a Community Needs Assessment Survey to send to residents, service providers and businesses. The purpose of the survey is to request their input on what and where the EDC should focus based upon the authority granted to them by Town Ordinance. The EDC is also planning Community Needs Assessment Workshop to discuss the results of the survey.

Mrs. Cook-MacKenzie reported D&D Electric has completed the LED upgrade project at the North East Police Department and has started at the Town Hall.

Mrs. Cook-MacKenzie reported she attended a Board meeting of the Salute to Cecil County Veterans. The Board voted to hold the event in 2020. The event will be Friday July 3, 2020.

Mrs. Cook-MacKenzie reported she attended a meeting with Mayor McKnight regarding a request of water service at the corner of Route 40 and Mechanics Valley. Also in attendance, the property owner, Mr. Chuck Narvell, and his engineer, MRA Engineering. During the discussion, Mayor McKnight advised them that to be served with Town water would require annexation.

Mrs. Cook-MacKenzie reported she will be meeting with the developer of Ridgely Forest Community regarding the scheduling and the reopening of Bayberry Drive. This conversation will be between the State of Maryland, Cecil County and the Town of North East.

Mrs. Cook-MacKenzie reported she has been forwarding requested documents to the attorney handling the opioid class action suit. She thanked Chief Darrell Hamilton for his assistance.

Mrs. Cook-MacKenzie reported the auditors are at Town Hall this week, to continue their work on the Fiscal Year 2018-2019 audit.

Mrs. Cook-MacKenzie reported the position of Water Plant Trainee is open in the Water Department. Mr. Alex Emery resigned from his position effective September 12, 2019.

Water Superintendent, Ronald Carter

Mr. Carter gave the August 2019 report for both the Rolling Mill and Leslie Water Treatment Plants.

Mr. Carter reported last week that the water department received telephone messages from USA Composite and Builders Source regarding their water pressure. Other water customers that contacted Town Hall were Chesapeake Care, 80 Marysville Road and 86 Marysville Road North East. After visiting the locations, it was determined the water pressure gauge would need to be replaced on both ends of the pressure-reducing valve (PRV) at the intersection of Razor Strap Road and Lakeside Drive.

Mr. Carter stated once the PRV was adjusted, calls came in from Holiday Inn Express and Herr's stating they had a water leak at their facility. After further inspection, it was determined the new water pressure gauge was not functioning correctly. Mrs. Cook-MacKenzie advised the Board, Holiday Inn Express has contacted the town regarding the damage to several rooms in their facility. The Town's insurance provider will handle the matter.

-UNFINISHED BUSINESS-

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

Commissioner Kline advised the Board he has been doing research on the uniform cost and comparison for the town employees. Water Superintendent, Ron Carter stated he is still gathering information from the vendors regarding uniform cost. Commissioner Kline is requesting for all departments that require uniforms to gather this information prior of future purchases.

Bayview Water Tank Completion

Mrs. Cook-MacKenzie reported the minor deficiencies found during the one-year anniversary inspection of the Bayview Water Tank by Mumford-Bjorkman Associates, Inc. (MBA) have been rectified.

-NEW BUSINESS-

North East Commerce Center VII, LLC. Lot 7B Water Service Agreement Extension

Mrs. Cook-MacKenzie presented a Water Service Agreement Extension from North East Commerce Center VII, LLC Lot 7B.

A motion to approve the Water Service Agreement Extension was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all. This approval extends the Water Service Agreement to, October 26, 2021.

-MISCELLANEOUS-

Mrs. Cook-MacKenzie advised the Board there will be several meetings regarding Ridgely Forest and the Master Planned Community (MPC) amendments.

- The Mayor and Commissioners will conduct a public hearing to hear the proposed amendments on Wednesday, October 23, 2019 at 7:00 p.m.
- The Planning Commission will conduct a public hearing on Tuesday, November 5, 2019 at 7:00 p.m. to hear the proposed amendments and form a recommendation to the Mayor and Commissioners.
- The Mayor and Commissioners will conduct a second public hearing on Wednesday, November 13, 2019 at 7:00 p.m. After this public hearing, they will render their decision regarding the amendments.

Mrs. Cook-MacKenzie advised the Board, some sidewalks in the Courts of Mallory have either settled or raised up. To address this the Maintenance Supervisor, Phil Meekins is obtaining information from a company that can correct the situation without having to replace the sidewalk.

Chief Darrell Hamilton reminded the Board, the Boys and Girls Club Harford/Cecil will be having a fundraiser at The Greene Turtle Sports Bar Grille, Perryville Maryland on Thursday, September 26, 2019.

-APPROPRIATIONS-

None.

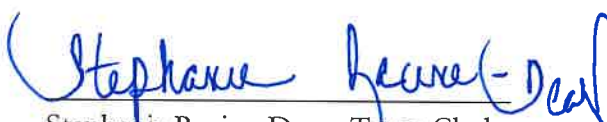
-BUSINESS FROM THE FLOOR-

None.

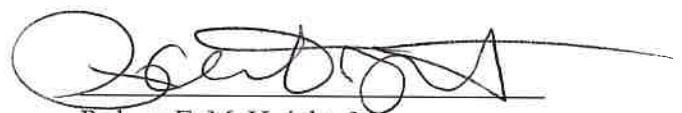
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all. The meeting adjourned at 7:35 p.m.

Respectfully submitted,


Stephanie Racine-Dean, Town Clerk

ATTEST:


Robert F. McKnight, Mayor