

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

November 13, 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, Director of Planning, Betsy Vennell, Director of Finance and Administration, Ken Natale, Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Maintenance Supervisor Phillip Meekins.

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 October 23, 2019 meeting was made by Commissioner Crothers-Moore, seconded by Commissioner Billig and approved by all. Commissioner Kline and Commissioner Mitchell abstained due to their absence from the November 13, 2019 meeting.

-PUBLIC HEARING-

Mayor McKnight called the Public Hearing to order at 7:02 p.m.

Ridgely Forest Master Planned Community Overlay District, regarding Proposed Amendments and Changes to the MPC Design Guidelines

Town Administrator, Melissa Cook-MacKenzie gave opening comments with a summary and the purpose of the Public Hearing to hear the request for an amendment to the previously approved Ridgely Forest Master Planned Community Overlay District. Originally approved on April 11, 2018, Owner/Developer WORF, LLC, 2301 Rutledge Road, Fallston, Maryland 21047 proposes an increase of 16 additional dwelling units with changes to the Master Planned Community Architectural Design Guidelines Book and the open space plan. Section 5-B is decreasing by two (2) dwelling units and Section 3B is increasing by eighteen (18) dwelling units with a net change of sixteen (16). The subject property is zoned "R-4" Mixed Use Residential Development with the Master Planned Community Overlay Districts, found on tax map 31, parcel 1355, 235; 971; 1279; 675 on 195.94 acres.

Mrs. Cook-MacKenzie advised the Board, the Planning Commission held their Public Hearing on Tuesday, November 5, 2019. Mr. Christopher Mink, C N A, LLC has completed the review of the corrected documents with the Town Planning Commission for the Ridgely Forest Master Plan Community Design Guidelines and the Concept MPC Plan Sheet. C N A, LLC finds that all previous comments have been adequately addressed and recommends approval of the Ridgely Forest Master Plan Community.

Mr. David Beste, Esquire, town's attorney swore in the members of the public that wish to speak and the applicants to present their proposal.

Mr. Tom O'Laughlin, WORF, LLC; 2301 Rutledge Road, Fallston, Maryland 21047. Mr. Jeff Mathai, P.E, Morris & Richie Associates Inc. (MRA), 3445-A Box Hill Corporate Center Abington, Maryland 21009 presented the revised plans on behalf of the Developer.

Ms. Jody Shivery, 19 Honeylocust Circle, Elkton, Maryland 21921 requested further information regarding the limit of people that will be allowed at the Community Pool for safety purposes. Mr. Tom O'Laughlin, WORF, LLC, advised this area is being designed for the entire community with consideration of safety hazards.

Mayor McKnight asked Commissioner Kline and Commissioner Mitchell if they were satisfied with all provisions that were made by the developer. Commissioner Kline expressed he is satisfied with the language of the open space areas but would like more explanation on the process and the change. Mr. David Beste, the town's attorney, gave additional information that was received during the Planning Commission public hearing, which was held on Wednesday, November 5, 2019. Present was the town's engineer, Mr. Christopher Mink, C N A, who addressed concerns to the developer from Vice-Mayor Kline and Commissioner Mitchell regarding the requirement of the pocket parks, clubhouse and pool, stormwater management volume and the open space, with recommendation that was put forward as a condition. Mr. Beste advised the Board, if the amendment is adopted and approved, future applications should be approved if it results in a reduction of open space which could result in complications that may arise not only from the developer but for the town. Mr. Beste recommends the document to be revised with the intension to preserve the existing project for the residence of the Ridgely Forest Community so there will be no surprises moving forward with the remaining land.

Mayor McKnight closed the Public Hearing to order 7:26 p.m.

-GUESTS-

Ms. Nicole DeJarnette, CPA, CFE, Supervisor, Weyrich Cronin & Sorra, Fiscal Year 2019 Audited Financial Statements.

Ms. Nicole DeJarnette from Weyrich Cronin & Sorra came to present the Independent Auditors' Report for the year ended June 30, 2019. Ms. DeJarnette reported there was a

small adjustment regarding the inventory at the water plant, this has been addressed with the purchase of a module which will be installed on December 4, 2019. Ms. DeJanette expressed she was very pleased with the audit and thanked the towns staff.

Mr. Hudson Benson, Heron Cove Planned Residential Development, Adjacent to Route 7 and North East Drive

Mr. Hudson Benson, 88 Green Meadow Drive, Elkton, Maryland presented information to the Board regarding the property owned by North East, LLC, known as Heron Cove Community. Mr. Benson stated the property owner has demonstrated their desire to donate the property as a gift to the Town of North East.

Friends Foundation of the Cecil County Public Library, Donor Wall Opportunities

Friends Foundation of the Cecil County Public Library was schedule as a guest for tonight's Board Meeting, but was unable to attend.

Tom Lofland, Chair North East Economic Development Commission

Tom Lofland, Chair North East Economic Development Commission was scheduled as a guest for tonight's Board Meeting, but was unable to attend.

-APPOINTMENTS-

None.

-PUBLIC COMMENT-

None.

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

Ordinance Number 2019-11-01, Gifted Property owned by NE, LLC. Parcels 898, 1079 and 1140 found on Tax Map 31; totaling 59.666 +/-acres

Mrs. Cook-MacKenzie presented the introduction of Ordinance Number 2019-11-01. An Ordinance for the purpose of acknowledging their desire and intent to accept as a gift to the Town of North East certain parcels of land for the purpose of developing the property as permitted by the relevant local, county, state and federal permitting and government agencies into active and/or passive recreation for the enjoyment of the citizens of the Town of North East.

Mrs. Cook-MacKenzie advised the Board, this is for introduction only, there will be further discussion at the next town board meeting on Wednesday, November 27, 2019.

-ADOPTION OF RESOLUTION AND ORDINANCES-

None.

-REPORTS-

Mayor McKnight

Mayor McKnight reported he attended the Annual Pumpkin Contest, with Commissioner Kline and Chief Hamilton on Thursday, October 31, 2019.

Mayor McKnight reported he attended a meeting with Councilwomen, Jackie Gregory on Wednesday, November 13, 2019 regarding information throughout the county.

Commissioner Billig

None.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Annual Pumpkin Contest on Thursday, October 31, 2019.

Commissioner Kline

Commissioner Kline reported he attended the Annual Pumpkin Contest on Thursday, October 31, 2019 with Mayor McKnight and Chief Hamilton.

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

Commissioner Mitchell

None.

Director of Finance and Administration, Ken Natale

Mr. Natale reported approximately one hundred and thirty five water customers were shut off today, Wednesday November 13, 2019 for the September 2019 quarter.

Mr. Natale reported one hundred and forty six water customers have enrolled in the auto debit program, which is five percent of the water accounts.

Town Board Approved Minutes November 27, 2019

Mr. Natale reported Artesian Water mailed out a second round of letters and brochures regarding the service line protection plan. The town's revenue for the September 2019 quarter was \$405.00, which was up from the previous quarter which generated \$318.00.

Mr. Natale entered into the record the list of payments issued the last Board Meeting.

Mr. Natale entered into the record the Intradepartmental Budget Transfers Fiscal Year 2020.

Mr. Natale reported the town issued an RFP for Audit Services on November 1, 2019, for the Fiscal Year 2019. This was the last year for Weyrich Cronin & Sorra, existing contract. There will be a pre-bid conference on Monday, November 18, 2019, several firms will be attending.

Mr. Natale reported entered into the record the Fiscal Year 2020 Budget to Actual Statements for the General & Enterprise Funds through September 30, 2019.

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 Maryland Local Investment Pool, this will increase the interest revenue with a projection of \$98,000.00 this year.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the October 23, 2019 Town Meeting:

- Ms. Jamie Marshall, American Energy Corp., regarding the punch out list for the LED Lighting Project.
- Tourism Coordinator, Sandy Turner regarding potential Fishing Tournament, June 2020.
- Planning Commission Meeting

-UNFINISHED BUSINESS-

None.

-NEW BUSINESS-

Ridgley Forest Phase 1: Deed of Conveyance

A motion to approve the Ridgley Forest Phase 1: Deed of Conveyance was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

Ridgely Forest Phase 2: Deed of Conveyance

A motion to approve the Ridgely Forest Phase 2: Deed of Conveyance was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

Ridgely Forest Master Planned Community Overlay District, regarding Proposed Amendments and Changes to the MPC Design Guidelines

A motion to approve the Ridgely Forest Master Planned Community Overlay District, Proposed Amendments and Changes to the MPC Design Guidelines was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all.

Town of North East 2019 Christmas Bonuses

Mrs. Cook-MacKenzie presented to the Board a request to approve the Annual Christmas Bonus in accordance with the Personnel Manual and adopted budget.

A motion to approve the 2019 Christmas Bonuses was made by Commissioner Billig, seconded by Commissioner Mitchell and approved by all.

-MISCELLANEOUS-

None.

-APPROPRIATIONS-

A motion to approve the Budget Fiscal Year 2020 Budget Amendment 2020-02, was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

Requisition R0-622 to Lecco Pipeline Construction Service, for permanent repair Razor Strap Road over Stony Run, in the amount of \$385,000.00 was not approved at this time.

A motion to approve the supplies for the repair on Razor Strap Road over Stony Run, not exceeding the amount of \$80,000.00 was made by Commissioner Billig, seconded by Commissioner Kline and approved by all.

-BUSINESS FROM THE FLOOR-

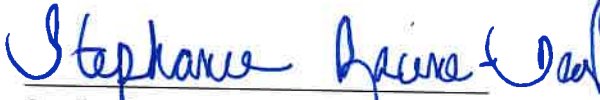
None.

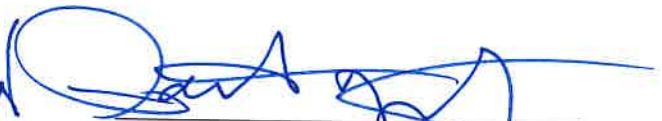
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Hilary and approved by all. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Robert F. McKnight, Mayor