

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

**December 11, 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, Michael Kline and Ray Mitchell. Also present were Chief of Police Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Water Superintendent, Ron Carter, Director of Finance and Administration Ken Natale, Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean.

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 November 27, 2019 meeting was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. Commissioner Billig abstained due to her absence from the November 27, 2019 meeting.

**-PUBLIC HEARING-**

None.

**-GUESTS-**

None.

**-APPOINTMENTS-**

None.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

None.

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

None.

**-REPORTS-**

Mayor McKnight

Mayor McKnight reported he attended the Annual Tree Lighting on Friday, November 29, 2019 and the Cecil County Christmas Parade on Saturday, December 7, 2019.

Commissioner Billig

None.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Cecil County Christmas Parade on Saturday, December 7, 2019.

Commissioner Kline

Commissioner Kline reported he attended the Annual Tree Lighting on Friday, November 29, 2019 and the Cecil County Christmas Parade on Saturday, December 7, 2019.

Commissioner Mitchell

Commissioner Mitchell reported he attended the Cecil County Christmas Parade on Saturday, December 7, 2019.

Commissioner Mitchell entered into the record the September, October and November 2019 Planning Departments Monthly Reports.

Director of Finance and Administration, Ken Natale

Mr. Natale entered into the record the Fiscal Year 2020 Budget to Actual Statements for the General & Enterprise Funds through October 31, 2019.

Mr. Natale reported six proposals for the Audit RFP have been received from reputable firms. A recommendation for award will be made at a January Board meeting. Mayor McKnight asked the Town Administrator, Melissa Cook-MacKenzie if she is satisfied with the responses, she stated they are very well qualified.

Water Plant Superintendent, Ron Carter

Mr. Carter reported that on Saturday November 30, 2019 Fire Headquarters referred a yellow water complaint that was effecting the Timberbrook Community. The Water Department responded by flushing two hydrants in the area. This appeared to address the complaint. However, on Sunday, December 1, 2019 there was another yellow water complaint that was effecting the Ridgely Forest Community. Again, after hydrant flushing the water was clear. In the morning of Monday, December 2, 2019, it was noticed there was discoloration in the Zone 1 tap at the Rolling Mill Water Plant. However, the water leaving the plant and both clear well tanks were clear. The finished water turbidity was 0.05 NTU and the settled water turbidity was 0.39 NTU, all indicators that the water leaving the plant should be clear. Coyne Chemical determined that manganese was the problem, which could have been caused by the pond flipping. When this happens, the cold water drops to the bottom and the warm water rises to the top causing the iron and manganese to raise up off the bottom of the pond and flow into the intake pipe.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the November 27, 2019 Town Meeting:

- Annual Tree Lighting
- Cecil County Christmas Parade meeting
- Cecil County Christmas Parade

Mrs. Cook-MacKenzie reported she attended a progress meeting for the State Highway Bridge over AMTRAK on Wednesday, December 11, 2019. The contractor will be setting the two remaining steel beams the end of January 2020. This will require a lane closure Friday evening into early Saturday morning. Mrs. Cook-MacKenzie stated the completion date is still set for May 2020, weather permitting.

Mrs. Cook-MacKenzie reminded the Board the Town of North East Annual Luncheon will be held on Wednesday, December 18, 2019 at 12:00 PM.

**-UNFINISHED BUSINESS-**

Friends Foundation of the Cecil County Public Library Donation Request

Mayor McKnight asked the Board if they had any additional questions regarding the donation request to the Friends of the Cecil County Public Library. The Board unanimously

felt they should show their support and agreed to commit to the donor level of \$75, 00.00 over a three-year period.

A motion to approve the Friends Foundation of the Cecil County Public Library Donation for \$75,000 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

Zoning Decision for the Application from WORF LLC for Approval of a “MPC Master Planned Community Floating Zoning District” for Ridgely Forest

Mrs. Cook-MacKenzie presented to the Board the Application from WORF LLC for Approval of a “MPC Master Planned Community Floating Zoning District” for Ridgely Forest. This application reflects proposed changes to the Master Planned Community Architectural Design Guidelines Book and the Open Space Plan.

A motion to approve the Application from WORF, LLC for Approval of a MPC Master Planned Community Floating District for Ridgely Forest Zoning Decision as prepared was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

**-NEW BUSINESS-**

Cecil Night in Annapolis, Thursday, January 9, 2020

Mayor McKnight advised the Board, Cecil Night in Annapolis will be held on Thursday, January 9, 2020 at the Miller Senate Office Building, Conference Center, Annapolis, Maryland. Please RSVP to Stephanie Racine-Dean prior of the next scheduled board meeting.

Water Allocation Request – WORF, LLC, Ridgeley Forest Subdivision, Tax Map 31 Parcels 1355 and 235 – Clubhouse and Pool - Ten Equivalent Residential Units/2,500 GPD

Mrs. Cook-MacKenzie presented a Water Allocation request from WORF, LLC, for Ten Equivalent Residential Units or 2,500 gallons per day.

A motion to approve the Water Allocation for 2,500 gallons of water per day, was made by Commissioner Billig, seconded by Commissioner Kline and approved by all.

Artesian Letter Agreement – December 2, 2019 Artesian Route 40 East Interconnection Implantation Plan

Mrs. Cook-MacKenzie is requesting the Board’s approval to move forward with the Route 40 East Interconnection Implantation Plan. Entech Engineer, Steve Riley reviewed the document and offered the following comments:

- Number 5. Artesian will include communication equipment at the interconnection that will alarm the Town's Water Department in the event of excessive usage, such as a main break or firefighting activities.
- Number 6. After 2 years from the start of Artesian taking water from the Route 40 East Interconnection, or when Artesian needs more than 150,000 gallons per day (combined from Red Toad Road and Route 40 East), the Town and Artesian will move to Phase 2 of the plan for water delivery. This may require a booster station at the Bayberry tank location, and adjusting pressure zones within Ridgley Forest development. Artesian and the Town will work together to implement a plan that meets the needs of both Artesian and the Town in the most efficient manner. .

A motion to authorize the Mayor to sign the Letter Agreement after it is amended, was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

**-MISCELLANEOUS-**

Re-schedule/Cancel December 25, 2019 Town Board Meeting

Mrs. Cook-MacKenzie asked the Board if they would like to re-schedule or cancel the next Board meeting scheduled on Wednesday, December 25, 2019. After discussion, the Board agreed to cancel the December 25, 2019 meeting. The Town Administrator was directed to prepare a charter amendment addressing cancellation due to extreme circumstances and holidays.

A motion to approve the cancellation of the Town's Board Meeting on Wednesday, December 25, 2019 due to the Christmas holiday, was made by Commissioner Kline, seconded by Commissioner Billig and approved by all.

Cecil County Christmas Parade

Mrs. Cook-MacKenzie wanted to thank the town employees and the volunteers who made this year's event a complete success.

Christmas Employee Luncheon

Police Chief Darrell Hamilton reminded the Board the Christmas Employee Luncheon, hosted this year by the Wellness Committee, will be held on Wednesday, December 19, 2019 at 12:00 pm at the North East Town Hall.

**-APPROPRIATIONS-**

None.

**-BUSINESS FROM THE FLOOR-**

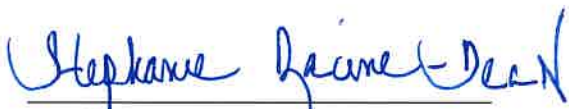
Mrs. Virginia McKnight, 120 East Thomas Avenue, North East attended the Christmas Tree Lighting, which was held on Friday, November 29, 2019 on the "Green". Mrs. McKnight expressed the event was very nice but requested the town to consider investing in a better sound system because it was difficult to hear the speakers. Mrs. Cook-MacKenzie indicated she meet with Electronic Sound Technician to address this year's problems.

**-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 7:35 p.m.

Respectfully submitted,

ATTEST:

  
Stephanie Racine-Dean, Town Clerk

  
Robert F. McKnight, Mayor