

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

February 26, 2020

The Town Meeting was called to order by Vice-Mayor Michael Kline at 7:00 P.M. Present were Commissioners Cynthia Billig, Hilary Crothers-Moore and Ray Mitchell. Also present were Chief of Police Darrell Hamilton, Director of Finance and Administration Ken Natale Water Superintendent Ron Carter and Town Clerk Stephanie Racine-Dean. Absent from the meeting was Mayor Robert F. McKnight, Town Administrator Melissa B. Cook-MacKenzie and 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 February 12, 2020 meeting was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

-PUBLIC HEARING-

None

-GUESTS-

Ms. Dianne Racine Heath, Candidate for the Cecil County Board of Education, District 1
Ms. Dianne Racine Heath, Candidate for the Cecil County Board of Education, 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-

None

-ADOPTION OF RESOLUTION AND ORDINANCES-

None

-REPORTS-

Vice-Mayor Kline

None

Commissioner Billig

Commissioner Billig entered into the record the January 2020 Crime and Traffic Breakdown for the Town of North East Police Department.

Commissioner Crothers-Moore

None

Commissioner Mitchell

None

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 Fiscal Year 2020 Budget to Actual Statements for the General Fund through January 31, 2020.

Mr. Natale reported preparation for the Fiscal Year 2021 Budget is underway.

Mr. Natale reported the Town has received an engagement letter from the new auditors, Clifton Larsen Allen, which was forwarded to the Town's attorney for review.

Mr. Natale reported there will be a Resolution introduced at the next Town Board meeting on Wednesday, March 11, 2020 to amend the Personal Manual regarding the town's plan documents for insurance and the deferred compensation plan eligibility.

Water Superintendent, Ron Carter

Mr. Carter gave the January 2020 report for both the Rolling Mill and Leslie Water Treatment Plants.

Mr. Carter reported the water main replacement project on Razor Strap Road within Stony Run has been completed, minor restoration still has to be done, weather permitting.

-UNFINISHED BUSINESS-

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

Vice-Mayor Kline advised the Board after doing research on the uniform cost and comparison for the town employees and reviewing the contracts from various vendors, it was determined that it would not be beneficial to move forward.

-NEW BUSINESS-

Jackson House Renovations – Request to Bid Project Pursuant to the Expedited Procurement Process as outlined in the Purchasing Policy Ordinance and Purchasing Manual

Vice Mayor Kline presented to the Board information regarding the Jackson House Renovations Project. Mayor McKnight requested the Town Administrator review the bidding process to seek a method to expedite the process. It is both the County and Town's desire to have the Cecil County Office of Tourism at the Jackson House before the end of the tourist season, Labor Day, this year.

A motion to authorize the Town Administrator to use the Expedited Procurement Process for the Jackson House Renovation Project was made by Commissioner Mitchell, and seconded by Commissioner Billig and approved by all.

WORF, LLC – Ridgely Forest, Section 3B: 78 Duplexes, Tax Map 31; Parcel 235 re: Water Allocation Request, 258 Equivalent Residential Units (ERU's)

Mr. Ken Natale presented a Water Allocation Request for WORF, LLC, Ridgely Forest, for two hundred and fifty eight Equivalent Residential Dwelling Units:

- Section 3B: 78 Duplexes
- Section 5A: 81 Single Family
- Section 5B: 52 Duplexes
- Section 6: 47 Single Family

A motion to approve the Water Allocation Request for 250 gallons of water per day for 258 units (130 duplexes and 128 single family dwellings) was made by Commissioner Crothers-Moore, and seconded by Commissioner Billig and approved by all.

-MISCELLANEOUS-

Beam Signing Invitation for the New North East Branch Library

Ms. Stephanie Racine-Dean, Town Clerk asked the Board to please R.S.V.P to her regarding the Beam Signing that will be held on Friday, March 20, 2020 at 9:00 am.

Check Recognition, Delmarva Power Energy Savings Business Program

Vice-Mayor Kline reminded the Board about the photo-op that will take place prior of the Board Meeting on Wednesday, March 25, 2020. This is for the recognition of the dedication to energy efficiency.

-APPROPRIATIONS-

Fiscal Year 2020 Budget Amendment 2020-003

A motion to approve the Fiscal Year 2020 Budget Amendment 2020-003 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-BUSINESS FROM THE FLOOR-

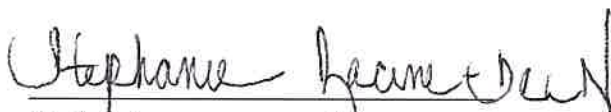
None

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:16 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Vice-Mayor