

**MAYOR AND COMMISSIONERS**

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

**March 11, 2020**

The Town Meeting was called to order by Mayor Robert McKnight at 7:00 P.M. Present were Commissioners Hilary Crothers-Moore and Raymond Mitchell. Also present were Police Chief Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Ken Natale, Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting were Commissioners Michael Kline and Cynthia Billig.

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 26, 2020 meeting was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. Mayor McKnight abstained due to his absence from the February 26, 2020 meeting.

**-PUBLIC HEARING-**

None

**-GUESTS-**

None

**-APPOINTMENTS-**

None

**-PUBLIC COMMENT-**

None

Town Board Approved Minutes April 22, 2020

**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

None

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

None

**-REPORTS-**

Mayor McKnight

None

Commissioner Crothers-Moore

None

Commissioner Mitchell

Commissioner Mitchell entered into the record the December 2019, January and February 2020 Department of Planning Monthly Reports.

Director of Finance and Administration

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

Mr. Natale reported the Fiscal Year 2020 Budget to Actual Statements for the General Fund through February 29, 2020 will be presented at the next town board meeting Wednesday, March 25, 2020.

Mr. Natale reported he will meet with the Town Administrator, Melissa Cook-MacKenzie to review the Department Head's budget requests.

Mr. Natale reported on Wednesday, April 22, 2020 at 5:30 pm there will be a Budget Work Session with the Board to present the Fiscal Year 2021 proposed budget.

Mr. Natale reported on Wednesday, May 13, 2020 there will be a Public Hearing on the Constant Yield Tax Rate, Water Rate and the 2020 Budget Ordinance with the adoption on Wednesday, May 27, 2020.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie entered into the record the February 10, 2020 Town Election results, Commissioner Hilary Crothers-Moore and Commissioner Raymond Nelson Mitchell were re-elected.

Mrs. Cook-MacKenzie reported the Jackson House Exterior and Interior Renovation project was sent out to bid on Monday March 2, 2020. A pre-bid meeting is scheduled for Monday March 9, 2020 at 1:00 pm.

Mrs. Cook-MacKenzie reported she attended the following meetings since the February 26, 2020 Town Board meeting:

- Director of Planning, Betsy Vennell and Ridgely Forest Developers regarding Artesian Water Company.
- Maintenance Supervisor, Phil Meekins and Director of Planning, Betsy Vennell regarding various projects.

Mrs. Cook-MacKenzie thanked the Director of Finance and Administration, Ken Natale for speaking at the Maryland General Assembly on March 3, 2020 regarding Senate Bill, 975 and House Bill, 1489, regarding Local Governments having the authorizing to use Credit Unions.

#### **-UNFINISHED BUSINESS-**

##### Cecil County Census Day

Mayor McKnight received information from Council Manager, James Massey regarding the Cecil County Census Day on Wednesday, April 1, 2020. The Census Committee is encouraging residence to participate in the Census for federal and state funding of schools, libraries, colleges and many of the social programs to help the citizens. Mr. Massey is asking the municipalities to accommodate their residents who may need help to participate with the Census online. The Town Administrator advised the Board, she will have the Director of Planning and Zoning, Betsy Vennell, the Town's Census coordinator follow up with Mr. Massey.

##### State Highway Administration Bridge over AMTRAK proposed name, "Cecil County Veterans Memorial Bridge"

Mrs. Cook-MacKenzie presented to the Board a letter, on behalf of the members of the Cecil County Memorial, VFW, Post 6027, requesting the support from the Town of North East and the State of Maryland to commemorate the bridge on Route 272, over AMTRAK as the, "Cecil County Veterans Memorial Bridge".

Mrs. Cook-MacKenzie reported that this letter is in response to a conversation she had with Mr. Gene Daley, Commander of the VFW Post 6027 in January of this year requesting that they provide a suggestion as to what they would like the name to be.

In August 2019, Mr. Daley verbally requested that the Town Board consider a request to the State Highway Administration that upon completion of the SHA Bridge over AMTRAK it be dedicated to the "Veterans". Mrs. Cook-Mackenzie spoke with Mr. Kenneth Fender, District 2 Engineer about the request of the VFW. Mr. Fender indicated the Town would need to send a formal letter to the Secretary of the Maryland Department of Transportation.

At the August 14, 2019 Town Board meeting the Board gave approval for the Town Administrator to move forward with sending a letter to the Secretary of the Maryland Department of Transportation.

At this time a motion to approve the proposed dedication name, "Cecil County Veterans Memorial Bridge", was made by Commissioner Crothers-Moore, and seconded by Commissioner Mitchell and approved by all. This information will be forwarded to the State.

**-NEW BUSINESS-**

Proclamation – April 2020 as Fair Housing Month

Mayor McKnight presented to the Board, a Proclamation for April 2020 as the Fair Lending Housing Month.

A motion to declare April 2020 as Fair Housing Month was made by Commissioner Mitchell, and seconded by Commissioner Crothers-Moore and approved by all.

WORF, LLC – Ridgely Forest Subdivision, Clubhouse and Pool, Tax Map 31: Parcel 235 re: Request to Rescind Current Water Allocation from 10 Equivalent Residential Units (ERU), to Request, 2 Equivalent Residential Units (ERU's)

Mrs. Melissa-MacKenzie presented a revised Water Allocation Request for WORF, LLC, Ridgely Forest Subdivision, Magnolia Drive, Elkton, for two Equivalent Residential Dwelling Units.

A motion to approve revising the Water Service Agreement from 10 Equivalent Residential Dwelling Units to 2 Equivalent Residential Dwelling Units or 500 gallons of water per day was made by Commissioner Mitchell and seconded by Commissioner Crothers-Moore and approved by all.

Designation of US Bicycle Route Designation in Cecil County

Mrs. Cook-Mackenzie presented a proposed draft letter of support from the Town of North East to Mr. Gregory Slater, Secretary from the Maryland Department of Transportation regarding the designation of the proposed U.S. Bicycle Route which will enter and exit the east and west side of town, on Route 7.

After discussion, Mayor McKnight asked the Town Administrator, to contact Ms. Heather Dunigan, Principle Planner from WILMAPCO, and request she attend a future Board Meeting to further discuss the proposed route.

**-MISCELLANEOUS-**

None

**-APPROPRIATIONS-**

None

**-BUSINESS FROM THE FLOOR-**

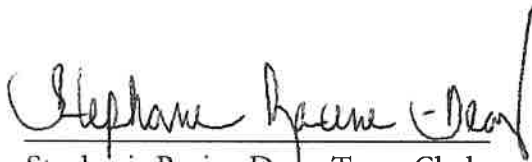
None

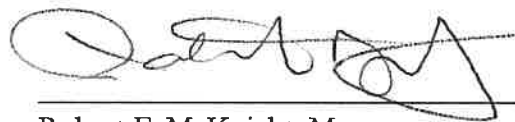
**-ADJOURNMENT-**

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 7:17 p.m.

Respectfully submitted,

ATTEST:

  
Stephanie Racine-Dean, Town Clerk

  
Robert F. McKnight, Mayor