

**MAYOR AND COMMISSIONERS**

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

**April 8, 2020**

The Town Board Virtual Meeting was called to order by Mayor Robert McKnight at 7:00 P.M. Participating were Commissioners Hilary Crothers-Moore, Cynthia Billig, Michael Kline and Raymond Mitchell. Also participating were Police Chief Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Ken Natale, Director of Planning and Zoning Betsy Vennell, 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-**

None

**-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

Mayor McKnight reported he has participated in weekly conference calls with Governor Hogan's staff along with the County Executive, Alan McCarthy and the County's Emergency Management Team regarding the COVID-19 and the effect it is having on the state of Maryland and the local counties.

Commissioner Billig

None

Commissioner Crothers-Moore

None

Commissioner Mitchell

None

Commissioner Kline

Commissioner Kline entered into the record the February and March 2020 Monthly Report for the Town of North East Maintenance Department.

Commissioner Kline reported he has participated in several COVID-19 Task Force meetings and expressed how impressed he has been with the knowledge they have regarding the pandemic.

Director of Finance and Administration

Mr. Natale reported the town's staff is telecommuting from home, there was a few issues in the beginning of the process, but everything has been addressed and going well. Each employee has been productive with tasks that have been assigned, whether it has been future projects or past projects that were on hold.

Mr. Natale reported it was decided by the Board, to waive all convenience fees for the billing period ending March 31, 2020 for customers that pay either by credit card or by e-check. In the past several weeks, the town has waived \$438.00. As a point of reference the billing period ending December 31, 2019 generated approximately \$4,000.00 from customers who paid by credit card or by e-check.

Commissioner Kline asked if there is a relief plan offered to the town during the COVID-19 pandemic. Mrs. Cook-MacKenzie advised the Board, she was on a conference call on Monday, April 6, 2020 with the County Town Administrators and it was discussed there may be two funding sources:

- Apply thru Cecil County which is like FEMA, distributes funding to the state and local governments.
- Treating the local governments like small business.

Mrs. Cook-MacKenzie noted it has been difficult to obtain a definitive answer as to what funding may be available for municipalities.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she is pleased with the level of cooperation from the town staff and the adjustments they are making to insure all job duties are being performed while working from home.

Director of Planning and Zoning, Betsy Vennell

None

**-UNFINISHED BUSINESS-**

Commissioner Kline asked if there has been any progress regarding the Jackson House Exterior and Interior Renovation Project. Mrs. Cook-MacKenzie advised the Board, two bids have been received with the low bid coming from, T-N-T Contractor from Harford County, Maryland. At this time the town engineer is conducting the required background check, once completed, the bid will be recommended and circulated to the Board. Mrs. Cook-MacKenzie has spoken with the Director of Finance and Administration, Ken Natale regarding the source of funding.

**-NEW BUSINESS-**

None

**-MISCELLANEOUS-**

Mayor McKnight wanted to insure the Board and the town staff that he and the Town Administrator will be accessible to everyone during the COVID-19 pandemic.

Mr. Ken Natale, reminded the Board that the Budget Work Session for the Fiscal Year 2021 Budget is Wednesday, April 22, 2020 starting at 6:30 pm with the Town Board meeting immediately following.

Chief Hamilton advised the Board, all the officers from the North East Police Department are back to work and all is going well.

**-APPROPRIATIONS-**

None

**-BUSINESS FROM THE FLOOR-**

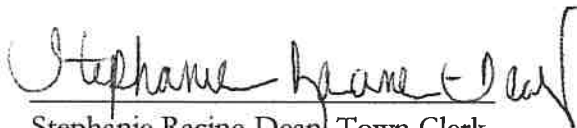
None

**-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 7:31 p.m.

Respectfully submitted,

ATTEST:

  
Stephanie Racine-Dean, Town Clerk

  
Robert F. McKnight, Mayor