

MAYOR AND COMMISSIONERS

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

April 22, 2020

The Town Board Virtual Meeting was called to order by Mayor McKnight at 7:18 P.M. Participating were Commissioners Cynthia Billig, Hilary Crothers-Moore, Michael Kline and Raymond Mitchell. Also participating were Police Chief 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 March 11, 2020 meeting was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. Commissioner Kline abstained due to his absence from the March 11, 2020 meeting.

A motion to approve the minutes of the April 8, 2020 meeting was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

-PUBLIC HEARING-

None

-GUESTS-

None

-APPOINTMENTS-

None

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-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor McKnight

Mayor McKnight reported he has been having weekly conference calls with Governor Hogan's staff along with the County Executive, Alan McCarthy regarding the COVID-19 and the effect it is still having on our local counties.

Commissioner Billig

None

Commissioner Crothers-Moore

None

Commissioner Kline

None

Commissioner Mitchell

None

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 staff within his department is working well, during this time they are telecommuting from home. They are continuing being productive with tasks that have been assigned.

Water Superintendent, Ron Carter

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

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the April 8, 2020 Town Board meeting.

Mrs. Cook-MacKenzie reported she has been communicating with town staff and department heads and all doing well.

Mrs. Cook-MacKenzie reported she received a memo after the close of business on Tuesday, April 21, 2020 from Cecil County Finance Director, Lisa Saxton regarding the CARES Act. Specifically, Maryland will receive 2.34 billion dollars from the Coronavirus Relief Fund (CRF) established under the CARES Act. Cecil County will be awarded \$8,973,702 for COVID-19 health related expenditures. The Towns can apply to Cecil County for reimbursement of their expenditures. The request has to be made by Tuesday April 28, 2020. Mrs. Cook-MacKenzie advised she has a virtual meeting with the Department Heads on Thursday, April 23, 2020 to discuss the process and types of eligible expenses during the COVID-19.

Mrs. Cook-MacKenzie reported the preconstruction meeting for the Water Tank Mixer Project will be held the week of May 17, 2020. The Maryland Department of the Environment (MDE) sent a confirmation stating the Maryland Board of Public Works approved the funding for the project on April 1, 2020. With this approval, notice to proceed (NTP) can be issued to the contractor.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Jackson House Exterior and Interior Renovations re: Award Recommendation

Mrs. Cook-MacKenzie presented to the Board the Jackson House Exterior and Interior Renovations Award Recommendation from ENTECH, Town Engineer.

A motion to award the Jackson House Exterior and Interior Renovations to T-N-T Construction Group, 210 Research Boulevard, Suite 260-E Aberdeen Maryland was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all.

-MISCELLANEOUS-

Mayor McKnight reminded the Board and the town staff to stay safe during the COVID-19 pandemic.

Mrs. Cook-MacKenzie advised the Board, today is Administration Professional Day and the town will observed this day when we are no longer working remotely.

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Commissioner Kline asked about the process of signing town documents during this time when the Town's Board meetings are virtual. After discussion, it was determined, if documents need to be signed by the Board, the Town Clerk will meet at a designated date and time at town hall for the signatures.

-APPROPRIATIONS-

Fiscal Year 2020 Budget Amendment 2020-004

A motion to approve the Fiscal Year 2020 Budget Amendment 2020-004 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

-BUSINESS FROM THE FLOOR-

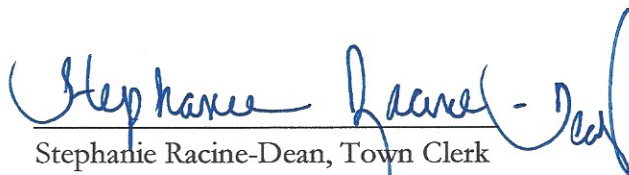
None

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all. The meeting adjourned at 7:37 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Robert F. McKnight, Mayor