MAYOR AND COMMISSIONERS

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

June 24, 2020

In order to comply with Governor Larry Hogan's declaration of a State of Emergency as part of Maryland's response to COVID-19, and in order to comply with public gathering restrictions during this time the Mayor and Commissioners of the Town of North East conducted a virtual meeting on this date.

The Town Meeting was called to order by Mayor McKnight at 7:00 P.M. Participating via computer and/or telephone were Commissioners Cynthia Billig, Hilary Crothers-Moore, Michael Kline and Raymond Mitchell. Also present 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.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the May 27, 2020 meeting, as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Billig and approved by all.

-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

None

Commissioner Billig

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

Commissioner Crothers-Moore

None

Commissioner Kline

Commissioner Kline entered into the record the May 2020 Maintenance Department Monthly Report and he also wanted to thank the Maintenance Supervisor, Phil Meekins and his staff for doing a fabulous job to make the town look absolutely beautiful.

Commissioner Kline reported he will be attending the Virtual Maryland Municipal League Summer Conference on Monday, June 29th through Tuesday June 30th, 2020.

Commissioner Mitchell

None

Director of Finance and Administration

Mr. Natale entered into the record the Fiscal Year 2020 Budget to Actual Statements for the General & Enterprise Funds through June 19, 2020.

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

Mr. Natale reported he is working with the auditors regarding the Fiscal Year 2020 audit with the exception of discussing some controls and the rolling out of direct deposits to the vendors instead of issuing paper checks.

Mr. Natale reported he has been speaking with the Town Administrator, Melissa Cook-MacKenzie regarding the purchasing card program for each department. This would eliminate the issuing of payments during the COVID-19 pandemic. Commissioner Kline asked if this program offers a limit to purchasing, Mr. Natale advised there would be a spending limit for each individual that is assigned a card, and a list of vendors for purchases.

Mr. Natale reported the June 2020 water bills have been processed and will be mailed by Friday, June 26. 2020 with a due date of July 31, 2020.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she had a virtual meeting with Betsy Vennell, Director of Planning and Ken Natale, Director of Finance and Administration on Monday, June 15, 2020 regarding a reopening plan for town hall. Mrs. Cook-MacKenzie advised there has been additional questions sent to the Cecil County Health Department and the Town Administrators throughout the county regarding the reopening of their municipalities. Mrs. Cook-MacKenzie would like to meet with the town staff one more time prior to meeting with Mayor McKnight and Commissioner Kline regarding a safe plan for the town and the public.

Mrs. Cook-MacKenzie reported she has been participating in weekly calls with the Town Administrators from the Cecil County towns during the COVID-19 pandemic.

Mrs. Cook-MacKenzie reported she attended the Ike's Foundation Celebrity Pro-Am Bass Tournament on Saturday, June 20, 2020. The Ike Foundation is a non-profit organization founded by Mike and Becky Iaconelli. The mission is to introduce urban and rural children to the wholesome sport of fishing. Mrs. Cook-MacKenzie advised there were several changes to the event due to the COVID-19 pandemic, but all went well. The Foundation is looking forward to having the entire event at the North East Community Park as planned in 2021.

Water Superintendent, Ron Carter

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

-UNFINISHED BUSINESS-

Jackson House Exterior and Interior Renovation Project and the Water Tank Mixer Project

Mrs. Cook-MacKenzie advised the Board, the Jackson House Exterior and Interior Renovation Project and the Water Tank Mixer Project are now moving forward after the preconstruction meetings that have been held the last several weeks.

Water Pumping Station

Mrs. Cook-MacKenzie will be meeting with the Entech Engineer, Steve Riley and Water Superintendent, Ron Carter regarding the completion of the preliminary report for the Rolling Mill Finished Water Pumping Station Conceptual Design, which is in the next phase of construction for the water systems.

North East Town Hall re: the HVAC Unit

Mayor McKnight asked the Town Administrator, Melissa Cook-MacKenzie about the replacement of the 20 year old HVAC unit the Town Hall. With all options being exhausted, Maintenance Supervisor, Phil Meekins has been advised by the contractor, R Brooks Mechanical Heating & Air Conditioning, Inc. Rising Sun, Maryland that areas of the unit are being bypassing to make other areas work such as the economizer circuit at the heat exchanger is also in poor condition. The contractor suggested the unit be replaced due to the constant repairs and the age of the unit. Mrs. Cook-Mackenzie advised Mayor McKnight she will contact the town's engineer, Steve Riley, Entech regarding the HVAC unit and the information he has received regarding the replacement. Maintenance Supervisor, Phil Meekins advised the Board, the Director of Finance, Ken Natale forwarded recommendations from the Center for Disease Control (CDC) regarding the air systems and how to make the air quality adequate, this information was forwarded to the contractor for review. Mayor McKnight expressed he would like this project to be completed prior of the reopening of town hall due to the COVID-19 pandemic.

-NEW BUSINESS-

Personnel Matter

Mrs. Cook-MacKenzie as discussed at the prior board meeting, Police Chief Darrell Hamilton will be retiring from the Town of North East on Thursday, July 2, 2020 after 43 years. With recommendation from the Town Administrator, Melissa Cook-MacKenzie is asking the Boards approval for Lieutenant James Just to resume the role of the new Police Chief for the Town of North East, effective Friday, July 3 2020.

Commissioner Billig asked whether or not the Chief's position needed to be advertised first before offering the position to Lieutenant Just. The Town Administrator, Melissa Cook-MacKenzie advised the Board, she has contacted the town's attorney and was advised the town did not have to advertise the position.

A motion to approve with recommendation from the Town Administrator, Lieutenant James Just to resume the role of the new Police Chief effective Friday, July 3, 2020 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

-MISCELLANEOUS-

Town Clerk

Ms. Stephanie Racine-Dean, Town Clerk asked the Board to confirm a date and time that would be convenient for them to stop in Town Hall to sign the Budget Amendment that was passed at this evenings Board meeting. After discussion it was agreed to meet at the North East Town Hall, on Thursday, June 25, 2020 at 11:00 p.m.

-APPROPRIATIONS-

Fiscal Year 2020 Budget Amendment 2020-005

A motion to approve the Fiscal Year 2020 Budget Amendment 2020-005 for the engineering of the Jackson House was made by Commissioner Billig, seconded by Commissioner Mitchell and approved by all.

Chesapeake Employers Insurance, Fiscal Year 2021 Workers Compensation Insurance \$82,566.00

A motion to approve the Chesapeake Employers Insurance, Fiscal Year 2021 Workers Compensation Insurance in the amount of \$82,566.00 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Requisition R0-01635, Cecil County Government Fiscal Year 2020 Public Safety Communications \$40,536.00

A motion to approve the Requisition R0-01635, Cecil County Government, Fiscal Year 2020 Public Safety Communications in the amount of \$40,536.00 was made by Commissioner Billig. Seconded by Commissioner Mitchell and approved by all.

-BUSINESS FROM THE FLOOR-

Mrs. Anne Barker-Fazio, retired Clerk Treasurer from the Town of North East wanted to congratulate Police Chief Darrell Hamilton on his future retirement.

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell seconded by Commissioner Billig and approved by all. The meeting adjourned at 7:35 p.m.

Respectfully submitted,

ATTEST:

Robert F. McKnight, Mayo

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