

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

July 22, 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 Jim Just, Maintenance Supervisor Phillip Meekins, Director of Planning and Zoning Betsy Vennell, 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 July 8, 2020 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all. Commissioner Billig abstained due to her absence from the July 8, 2020 meeting.

-PUBLIC HEARING-

None

-GUESTS-

None

-APPOINTMENTS-

None

Town Board Approved Minutes August 12, 2020

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor McKnight

Mayor McKnight reported he attended a virtual meeting on Tuesday, July 22, 2020 with the North East Gateway Developers, Trammell Crow Company, 3819 Chestnut Street Philadelphia, Pennsylvania and the property owner, Rhine Properties LLC C/O Caves Valley Partners, 1 Olympic Place Towson, Maryland regarding the North East Gateway Crossdock Facility project.

Commissioner Billig

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

Commissioner Crothers-Moore

None

Commissioner Kline

Commissioner Kline entered into the record the June 2020 Maintenance Department Monthly Report and he also wanted to thank the Maintenance Supervisor, Phil Meekins and his staff for doing a great job throughout the town.

Commissioner Kline reported he is in the process with six other members reviewing fifteen applications for the 2020 Cecil/Harford Maryland Municipal League Scholarship. There will be two individuals that will be awarded the scholarship in the amount of \$500.00.

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 town has received the first reimbursement from Cecil County regarding the CARES Act, COVID-19 response, in the amount of \$4,800.00. In June there was a second reimbursement request sent, which was approximately, \$11,000.00, this would be the difference between the Porta Pott rentals that are located at the North East Community Park and Town Hall. Mr. Natale stated he will be following up with the County in the next few weeks regarding the amount that was submitted for the June reimbursement, this would be needed for the town's Fiscal Year 2020 audit.

Water Plant Superintendent, Ron Carter

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

Mayor McKnight asked Mr. Carter if there were any concerns regarding the fire yesterday at the General Electric Building, 238 Belvidere Road Perryville, Maryland which is located in the Principio Business Park. Mr. Carter advised there were no issues assisting Artesian with additional water from the water plant, because he keeps the water storage tank water levels higher this time of year due to major power outages and leaks.

Town Administrator, Melissa B. Cook-MacKenzie

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 a virtual board meeting with the North East Chamber of Commerce.

Mrs. Cook-MacKenzie reported she had a telephone interview with the town's auditors, Clifton Larsen Allen, 1966 Greenspring Drive #300 Lutherville, Maryland 21093.

Mrs. Cook-MacKenzie reported she and Ron Carter had a progress meeting with Steve Riley, P.E. Entech Engineering regarding the Water Tank Mixer Project. The contractor has been on site with the town's inspector to review all the water tanks with the help of aerial photographs. During the review of the I-95 water tank, it was discovered that the tank was constructed without a vent, which is not industry standard construction. Mrs. Cook-MacKenzie will contact the Maryland Transportation Authority, (MDTA), to advise them of the findings. Mrs. Cook-MacKenzie expressed to the Board, this will have an impact on installing the equipment for the Trihalomethanes, (TTHM), but this will not have an impact on the installation of the tank mixer, this will be resolved quickly, with a start date, the first week of August.

Mrs. Cook-MacKenzie reported she attended movie night sponsored by the North East Chamber of Commerce on Friday, July 17, 2020 at the Cecil County Memorial, VFW Post 6027, 815 Turkey point Road, North East, Maryland.

Mrs. Cook-MacKenzie reported she attended a meeting with Chief of Police, Jim Just and Mayor McKnight, also in attendance, the President of the North East Fire Company, Koty Wright and the Fire Chief, Michael Miller on Saturday, July 18, 2020.

Mrs. Cook-MacKenzie reported she had a progress meeting on Tuesday, July 21, 2020 regarding the Jackson House Exterior and Interior Renovation Project.

Mrs. Cook-MacKenzie reported she had a conversation with Derek DeWitt, Executive Director of the Cecil/Harford Boys and Girls Clubs to give suggestions on locations for Summer Programs.

Mrs. Cook-MacKenzie reported the Chief of Police, Jim Just has been reviewing several applications for the Town of North East Police Department. This position is for the Certified Patrol Officer, which closed Thursday, July 16, 2020.

Mrs. Cook-MacKenzie reported she spoke with the State Highway District 2 Public Relations staff member regarding the status of the Route 272 Road Work/North side of Route 40. There has been issues regarding the large drain pipe which is conflicting with the utilities, this area will be redesigned by the State Highway Administration (SHA), they are hopeful the redline version will be revised and sent back out to the contractor within the next several weeks. Mrs. Cook-MacKenzie advised the Board, this project was supposed to be completed in the fall of 2020, but with the most recent delay, this will move the completion date of the project into the winter.

Mrs. Cook-MacKenzie reported the Route 272 Bridge over Amtrak has a problem with one of the Cambers that was off by an inch and a quarter and could not meet. The contractor is applying additional load today on the bridge to try to rectify the situation and submit the information that was collected by an elevation shot, this will be referred to the State Highway Administration (SHA) Engineers for review, and the contractor should have an update by the end of next week.

-UNFINISHED BUSINESS-

Mayor McKnight asked if there was an update regarding Requisition R0-01696 to Lecco Excavating in the amount of \$20,180.00 for the Creek Crossing project. Mrs. Cook-MacKenzie advised the town staff is waiting on copies of the inspection report from the contractor.

Vendor Direct Deposit Proposal

Mr. Natale presented to the Board information regarding the Vendor Direct Deposit and to establish or continue a plan or program for the use of electronic funds transfer to pay vendors in lieu of issuing physical checks to vendors. The cost to the Town to issue a paper check, staff time, postage, supplies and bank fees is \$1.75. Should the Town start a direct deposit

program for the vendors, the cost to issue each payment would be reduced to \$0.35, a savings of 80 percent per payment, not including time savings during the account reconciliation process.

A motion to concur to move forward with the Vendor Direct Deposit Proposal was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

-NEW BUSINESS-

LGIT Media & Social Media Crisis Communications Webinars

Mr. Natale advised the Board he will be forwarding an email about webinars that are being offered from Local Government Insurance Trust, (LGIT) regarding, Media and Social Media Crisis Communications. The course descriptions focus on.

- Handling Negativity on Social Media
- Using Social Media for Positive PR
- Crisis Communication

The Board requested for the information to be sent via email for the different webinars that are offered and the website to register.

Petition for Resignation of Mayor Robert F. McKnight

Mrs. Cook-MacKenzie reviewed the letter (attached) she sent to the North East Board of Supervisors of Elections regarding a petition requesting the resignation of Mayor Robert F. McKnight.

-MISCELLANEOUS-

None.

-APPROPRIATIONS-

Requisition R1-00024, Hertrich Fleet Services \$33,463.00

A motion to approve the Requisition R1-00024, Hertrich Fleet Services in the amount of \$33,463.00 for 2020 Ford Interceptor was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all.

Requisition R1-00052, T-N-T Construction Group LLC \$150,000.00

A motion to approve the Requisition R1-00052, T-N-T Construction Group LLC in the amount of \$150,000.00 for Jackson House Renovation was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-BUSINESS FROM THE FLOOR-

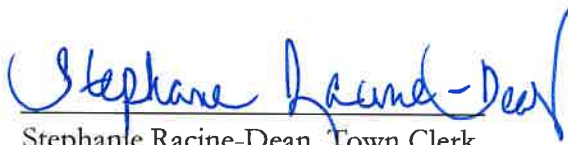
None.

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:25 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Robert F. McKnight, Mayor