

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

September 9, 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 Hilary Crothers-Moore, Michael Kline and Raymond Mitchell. Also present were Police Chief Jim Just, 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, Commissioners Cynthia Billig.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the August 26, 2020 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC HEARING-

None

-GUESTS-

Mr. Shawn Day, North East Fire Company re: Fundraiser Events

Mr. Shaun Day presented to the Board a Special Events application for the North East Fire Company Inc., 210 South Mauldin Avenue. The fire company is requesting permission to host a weekly food vendor fundraiser event every Thursday, starting the week of October 1, 2020 through December 17, 2020, with the event being held at the fire company's parking lot.

Town Board Approved Minutes September 23, 2020

After discussion, the Board agreed along with several local town restaurants, this is a great opportunity for the North East Fire Company to make up for the loss of revenue due to the COVID-19 pandemic.

Mr. Jeff Isaacs, North East Fire Company re: Fundraiser Event

Mr. Shawn Day, presented to the Board a request from Mr. Jeff Isaacs from the North East Fire Company Inc., 210 South Mauldin Avenue, regarding a fundraiser event, starting Wednesday, September 16, 2020 through Sunday, September 20, 2020. Mr. Day advised this is the same vendor, Houghton Enterprise that hosted a prior carnival food event for the fire company that was held on Wednesday July 1, 2020 to Sunday, July 5, 2020.

After discussion, the Town Administrator would like to table this request, and have Mr. Jeff Isaacs fill out the proper Special Events application and meet with the town staff to discuss the event in more detail.

Ms. Eleni Kalaitzoglou and Ms. Yianna Kalaitzoglou re: 10 Bradly Lane

Ms. Eleni Kalaitzoglou, 5709 Winter Haven Drive, Newark Delaware and Ms. Yianna Kalaitzoglou, 151 Claiborne Road, North East, Maryland, wanted to express their concerns in regards to the most recent water bill, in the amount of \$5,060.10 with a usage of 250,500. After receiving the June 2020 quarter water bill the landlord called the Town of North East and spoke with several town staff regarding their high water bill and the polices about notifying the customers that have possible leaks. After discussion, the owner of property contacted a plumber and with the help of the town's Water Plant Superintendent, was determined there were several leaks throughout the residence:

- 2 showers running
- 3 toilets leaking
- 1 sink running

Mr. Natale, Director of Finance and Administration explained to the Board, there is a high consumption report that is generated every morning at 6:00 am with any detection of a 100 gallons of usage an hour for 24 hours. If this occurs, the staff of the Water Department will go to the customer's residence to check the low flow of the meter and check the surroundings for a possible leak. Once this is determined, the town's employee will either try to make contact with the customer while they are at the residence or leave a green door to advise of their current water usage and the possibility of a leak.

After discussion, the Board agreed with the Town Administrator to have a Resolution established for assisting the customer with a payment plan program during the COVID-19 pandemic, this will be followed only while the Executive Order is in effect from Governor Hogan. This Resolution will be presented at the next scheduled town board meeting on Wednesday, September 23, 2020.

-APPOINTMENTS-

A motion to re-appoint to the Board of Appeals Peg Hardin, 20 Mallory Way, North East to a one year term expiring on October 8, 2021 was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

A motion to re-appoint the following individuals to the Board of Appeals to a two year term expiring on October 8, 2022 was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all:

- Sonny Tenney, 114 Howard Street, North East
- Sandra Anderson, 199 Mahogany Drive, North East

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor McKnight

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 the last Board Meeting.

Mr. Natale entered into the record the Intradepartmental Budget Transfers Fiscal Year 2020.

Mr. Natale reported the town's auditors, Clifton Larsen Allen, 1966 Greenspring Drive #300 Lutherville, Maryland are progressing with the Fiscal Year 2020 audit, with a projection of an early or on time submission of filing.

Mr. Natale reported the friendly reminders that were sent out on Monday, September 18, 2020 to four hundred and sixty five water customers that did not pay their water bills for the June 2020 quarter which also included the March 2020 quarterly bills. Mr. Natale reported there are approximately two hundred and fifty one with remaining balances due.

Mr. Natale reported Governor Hogan's Executive Order for utility bills, lapsed on Tuesday, September 1, 2020 and was not renewed but he did advise the Public Service Commission issued their own order that only applies to those entities that are covered by the PSC. Mr. Natale also stated the Municipal Systems Act defines the legal nature of municipalities as part of a system of co-operative government. Mr. Natale will forward the immediate release from the Public Service Commission to the Board for review and discuss if they would like for the town to follow through with their procedure.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she received an update regarding the Route 272 Bridge over Amtrak from the Maryland State Highway Administration (SHA), on Thursday, August 27, 2020. Per the contractor, the concrete has been poured with a cure time of 28 days with the next step of paving and stripes.

Mrs. Cook-MacKenzie reported she will be meeting with Ms. Laura Levy, Director of the Cecil County Health Department on Friday, September 18, 2020, along with members from the North East Chamber of Commerce and the Town Clerk regarding a number of activities the town has during the Fall and Christmas Season. Mrs. Cook-MacKenzie is asking for guidance on how to make these events safe during the COVID-19 pandemic.

Mrs. Cook-MacKenzie reported on Tuesday, September 1, 2020, Governor Hogan amended the Executive Order and the Maryland Roadmap to Recovery, effective Friday, September 4, 2020 at 5:00 pm. This would include:

- Venues for movies and live performances may open to the general public at 50% capacity or 100 people per auditorium (if indoors) or 250 people (if outdoors) or whichever is less.

Mrs. Cook-MacKenzie advised this would include the rental of pavilions at the North East Community Park which she will be asking for guidance from Ms. Laura Levy, Director of the Cecil County Health Department to determine what actions the town should take to go over and above the normal maintenance routine for the pavilions and picnic tables during the COVID-19 pandemic.

-UNFINISHED BUSINESS-

North East Town Hall re: HVAC Unit

Mayor McKnight asked the Town Administrator, Melissa Cook-MacKenzie about the replacement of the 20 year old HVAC unit at Town Hall. Mrs. MacKenzie advised Mayor McKnight she will be forwarding all information to the Maintenance Supervisor, Phil Meekins.

Job Posting re: Project Manager/Grant Writer

Mrs. Cook-MacKenzie gave an update on the new position that was added to the town's Planning and Zoning Department. After meeting with Mayor McKnight and Vice Mayor Kline on Tuesday, September 8, 2020, it was decided to pull the job description of Project Manager/Grant Writer and convert the posting to a fulltime, Assistant Town Administrator.

-NEW BUSINESS-

North East Fire Company re: Fundraiser Events

A motion to approve the North East Fire Company Fundraiser Events, with the exception of the local restaurants to be involved was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Cecil County Public Library, Mauldin Avenue, North East re: Public Works Agreement Extension

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension for Cecil County Public Library, Mauldin Avenue.

A motion to approve the Public Works Agreement Extension with the recommendation of the Town Administrator was made by Commissioner Crothers-Moore seconded by Commissioner Kline and approved by all.

Mrs. Cook-MacKenzie advised the Board, Ms. Frazier Walker from the Cecil County Library will be contacting the Town Clerk, regarding the rescheduling of the check recognition ceremony, which will take place at the construction site at the end of September 2020.

Ms. Samantha D. Simpson and Ms. Sheila L. Ferraro, 37 South Leslie Road, North East, Tax Map 25 Parcels 0493 re: Request Water Allocation, 1 Equivalent Residential Unit (ERU's)

Mrs. Melissa-MacKenzie presented a Water Allocation Request for Ms. Samantha D. Simpson and Ms. Sheila L. Ferraro, for one equivalent residential unit.

A motion to approve the Water Allocation Request for 250 gallons per day for one equivalent residential unit as presented was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Cecil County Christmas Parade 2020

Town Board Approved Minutes September 24, 2020

Mrs. Cook-MacKenzie advised after discussion with Mayor McKnight and Ms. Laura Levy, Director of the Cecil County Health Department, due to the COVID-19, the 2020 Cecil County Christmas Parade has been cancelled.

Personnel Matter, North East Police Department

After hearing the recommendation of the Town Administrator and the Police Chief, Commissioner Kline made a motion to promote Master Patrolman John Fakner to Corporal effective on September 11, 2020. Commissioner Mitchell seconded the motion and the motion was approved.

-MISCELLANEOUS-

Mayor McKnight asked the Town Administrator if anyone has contacted the Rotary in regards to the Santa House and the COVID-19 pandemic.

-APPROPRIATIONS-

Fiscal Year 2020 Budget Amendment 2020-006

A motion to approve the Fiscal Year 2020 Budget Amendment 2020-006 for the Construction Services was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

-BUSINESS FROM THE FLOOR-

Ms. Marsh Swezey, 207 Howard Street, North East advised the Board, the Maintenance Supervisor, Phil Meekins was out to her residence regarding the storm drain that is located in the back of her property. Ms. Swezey was advised this matter will also have to include the Maryland Department of Environment for discussion of reconstruction. Furthermore, she is asking for some kind of time frame this will be resolved. Mrs. Cook-MacKenzie advised Ms. Swezey and the Board, she will be meeting with Maintenance Supervisor, Phil Meekins tomorrow for discussion.

-ADJOURNMENT-

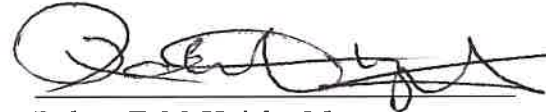
With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:56 p.m.

Respectfully submitted,

ATTEST:



Stephanie Racine-Dean, Town Clerk



Robert F. McKnight, Mayor