

MAYOR AND COMMISSIONERS

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

October 14, 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, 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, Commissioner Michael Kline.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the September 23, 2020 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC HEARING-

None

-GUESTS-

None

-APPOINTMENTS-

None

Town Board Approved Minutes November 18, 2020

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

Resolution 2020-10-01 Amend Personnel Manual re: Personnel Officer

A motion to amend Resolution No. 2020-10-01 was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all.

Resolution 2020-10-02 Adopt Job Description for Assistant Town Administrator/Human Resource

A motion to amend Resolution No. 2020-10-02 was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all.

Resolution 2020-10-03 Adopt Progression Scale for Assistant Town Administrator/Human Resource

A motion to approve Resolution No. 2020-10-03 was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all.

-REPORTS-

Mayor McKnight

Mayor McKnight reported he spoke with Dian C. Taylor, President and CEO of Artesian Water Company on Wednesday, October 15, 2020 regarding the Route 40 East Interconnection Agreement which still remains in full effect since June 26, 2019. Mayor McKnight stated he is very excited the project is moving forward and the partnership the town has with the Artesian Water Company.

Commissioner Billig

None

Commissioner Crothers-Moore

None

Commissioner Mitchell

Commissioner Mitchell entered into the record the July, August and September 2020 Department of Planning Monthly Reports.

Director of Finance and Administration

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

Mr. Natale reported he received notification from the Maryland Department of Transportation (MDOT), the estimated highway user revenues for the current fiscal year have decreased by \$4,000.00 which is around three percent. Mr. Natale also advised the Board, the hotel tax and income tax revenue are holding and better than anticipated.

Mr. Natale reported the audit for the Fiscal Year 2020 is wrapping up, the auditors, Clifton Larsen Allen are now finishing their quality assurance review and the audit will be finished prior of October 31, 2020.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she has met several times with the Contractor, Mr. Patrick Lynch, President of Lynch Repair & Remolding during the past several weeks regarding the Jackson House Exterior and Interior Renovation Project.

Mrs. Cook-MacKenzie reported she met with Ms. Marsha Swezey, 207 Howard Street, North East regarding the right away and the erosion issue that is located in the back yard of her property. Mrs. Cook-MacKenzie advised the board, due to the pipe location, the town is responsible of maintaining the width of the easement, the land that is in question, is not the homeowners or the town's responsibility. Ms. Swezey was given several suggestions from the town staff regarding landscaping to eliminate the erosion control.

Mrs. Cook-MacKenzie reported she attended the following meetings since the September 23, 2020 Town Meeting:

- Former contractor regarding the Jackson House Exterior and Interior Renovation Project.
- Water Superintendent, Ron Carter and Entech Engineer, Steve Riley in regards to various water projects.
- Town's attorney, Mr. David Beste, Esquire
- Director of Planning, Betsy Vennell and Mr. Jeff Thorpe, Cecil County Permit and Inspections regarding the deck and the addition to the Jackson House.
- Local Government Insurance Trust (LGIT), attorney
- Commissioner Kline regarding several items
- Director of Planning, Betsy Vennell
- Police Chief, Jim Just
- Maintenance Supervisor, Phil Meekins and Mr. Robert Cross

Mrs. Cook-MacKenzie reported she received an update regarding the Route 272 Bridge over Amtrak, from the Maryland State Highway (SHA), on Wednesday October 14, 2020. Per the contractor, they have been removing the concrete barriers and the next step will be the paving and strips. If all goes as planned and depending on their schedule and weather pending, the bridge will be open to traffic the beginning of November 2020.

-UNFINISHED BUSINESS-

North East Town Hall re: HVAC Unit

Mayor McKnight asked the Maintenance Supervisor, Phil Meekins if R. Brooks Mechanical has been in contact with him regarding the installation of the HVAC unit. Mr. Meekins advised they will be installing the new unit on Monday, October 26, 2020 at 8:00 am and will be installed in one day.

Jackson House Exterior and Interior Renovation Project

Mayor McKnight asked the Town Administrator if the contract that was received from the new contractor, Mr. Patrick Lynch, will need to be signed prior of starting the project. Mrs. Cook-MacKenzie advised she is waiting to receive the contract back from the town's attorney, Mr. David Beste, Esquire and to see if there are any additional comments that would need to be addressed, once this is done, she will circulate to the Board for their review.

Purchasing Cards for Town Staff

Mr. Natale advised the Board he along with the Finance Clerk met with Howard Bank to discuss the Purchasing Cards for the town staff. The time frame receiving the application and the purchasing cards for the town staff will be approximately 6 weeks. Also, prior of rolling this out to the staff, there will have to be an amendment to the purchasing manual. Mr. Natale is asking permission from the Board to move forward with the logistics and how this will flow and would like to submit an application and conduct some limited testing prior of amending the purchasing manual.

A motion of approval to the Director of Finance and Administration to move forward with the application process was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-NEW BUSINESS-

WORF, LLC – Ridgely Forest Master Planned Community, Section 2 Public Works Agreement Extension

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension Request for WORF, LLC, Ridgely Forest, Elkton.

A motion to approve the Public Works Agreement Extension until May 31, 2020 with recommendation of the Town Administrator was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Mrs. Cook-MacKenzie presented to the Board a request from the Owner/Developer WORK, LLC, 2301 Rutledge Road, Fallston, Maryland 21047. Subject property: Ridgely Forest, Zoned R-4 Mixed Use Residential District with the Master Planned Community Overlay District, also found on Tax Map 31 Parcel 1355; 235; 971; 1279; 675 on 195.94 acres. The North East Planning Commission met on Tuesday, October 6, 2020 to review the above referenced request for an extension to provision of the MPC Guidelines regarding the completion date of requirements of the clubhouse and pool. With conditions, the Planning Commission has made a recommendation to the Mayor and Commissioners, the clubhouse and pool shall be open by May 31, 2021 if the clubhouse and pool are not open by this date, the Town shall not process any new home Construction Authorization Permits with the Ridgely Forest Development.

Mr. Jim Wolf, Vice President of WOLF LLC., 5133 Fry Road Upperco, Maryland 21155 is requesting the provision contained in the Master Planned Community Design Guidelines, regarding the completion date of the clubhouse and pool at Ridgely Forest: The developer is requesting an extension to the provision of MPC Guidelines regarding the completion date of the clubhouse and pool. Mr. Wolf stated the clubhouse and pool received final site plan approval in March 2020 and the Construction Authorization application was submitted to the Town of North East in April 2020 with construction beginning in June 2020 with the intended completion date of December 2020. However, due to the COVID-19 pandemic, the County Permit was not approved until the middle of September and the delays with the approval of permits from the Maryland Department of the Environment (MDE). The MPC Design Guidelines require that the clubhouse and pools be open prior to the issuance of the two hundred and seventy two occupancy permit, there are a total of two hundred and fifty eight sales in the community. Mr. Wolf advised the Board, they have completed the required site work and are under contract with several companies to start construction as long as the required building permits are received and a completion date of May 31, 2021, Memorial Day, weather permitting.

Mrs. Cook-MacKenzie wanted the information to be noted, the total occupancy permits are two hundred and thirty and permits issued to date are thirty one with a total occupancy of two hundred and sixty one with a remainder of eleven.

WORF, LLC – Ridgely Forest Master Planned Community Extension, Installation of Pool/Clubhouse

Mrs. Melissa-MacKenzie presented a Master Planned Community Extension Request for WORF, LLC, Ridgely Forest, Elkton.

A motion to approve the Master Planned Community Extension until May 31, 2020 with recommendation of the Planning Commission was made by Commissioner Billig, seconded by Commissioner Mitchell and approved by all.

North East Fire Company – Event/Festival Application, Vendor Event

Mrs. Cook-MacKenzie presented to the Board a request from Mr. Cody Wright, President and Mr. Jeff Isaacs from the North East Fire Company Inc., 210 South Mauldin Avenue, regarding

a fundraiser event, starting Wednesday, October 14, 2020 through Sunday, October 18, 2020. The food trailers that will be utilized during the event, 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.

A motion to approve the North East Fire Company Carnival Food Event was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all.

Change Order No. 1 re: Derstine Company LLC, Extension to Complete Project

Mrs. Cook-MacKenzie presented to the Board a request of Change Order Number 1, Project 1 to Derstine Company, LLC, 320 Cowpath Road, Souderton, Pa 18964 regarding the Storage Tank Mixer Project. The contract was modified due to the delay in material delivery and delay in the project start date due to the COVID-19 pandemic.

A motion to approve the Change Order Request No. 1, Destine Company LLC was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-MISCELLANEOUS-

Mrs. Cook-MacKenzie advised the Board, at the next town board meeting, Wednesday October 28, 2020 there will be an additional Change Order Request No. 2, from Derstine Company LLC., regarding the Bayberry Water Tank and the relocation of the blower from the top of the water tank to the bottom due to the noise.

Mrs. Cook-MacKenzie asked the Board to review the Monthly Report from the Office of Planning and Zoning that was recently entered into the record during tonight's meeting. The topic, Projects with Other Agencies is not usually added to this document, Mrs. Cook-MacKenzie wanted the Board to recognize the committees the Director of Planning, Betsy Vennell has been asked to serve on.

-APPROPRIATIONS-

Requisition R1-00311 to Derstine Company, LLC \$691,000.00

A motion to approve the Requisition R1-00311, Derstine Company LLC in the amount of \$691,000.00 for the Storage Tank Mixers Project was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

Requisition R1-00344 to Edmunds Govtech \$25,377.00

A motion to approve the Requisition R1-00344, Edmunds Govtech in the amount of \$25,377.00 for the Software Support was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all.

-BUSINESS FROM THE FLOOR-

Mr. Kelly Benson, 10 North Main Street, North East wanted to commend the Town Administrator, Melissa Cook-MacKenzie for all the hard work she does for the town. Secondly Mr. Benson was unavailable to attend the last board meeting on Wednesday, September 23, 2020 and would like to clarify the discussion that took place regarding "Trick or Treating" on Saturday, October 31, 2020. Mayor McKnight explained, due to the COVID-19 pandemic and the restrictions that are set in place by the Center of Disease Control (CDC), it was agreed by the Board to cancel "Trick or Treating" in the town's corporate limit for the safety of our community.

Town Administrator, Melissa Cook-MacKenzie advised Mr. Benson, several North East Chamber Board Members met with Ms. Laura Levy, Director of the Cecil County Health Department, and the purpose of the meeting was to see what events could be done safely within the perimeters of the CDC. When it came apparent that "Trick or Treating" was not recommended this year, a sub-committee has been formed and they are trying to organize in having several small events to bring traffic to the town during the Holiday Season.

-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 7:55 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Robert F. McKnight, Mayor