

MAYOR AND COMMISSIONERS

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

October 28, 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 Vice Mayor Kline at 7:00 P.M. Participating via computer and/or telephone were Commissioners Hilary Crothers-Moore, and Raymond Mitchell. Also present were Police Chief Jim Just, Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Ken Natale, Water Superintendent Ron Carter, Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Mayor Robert McKnight and Commissioner Billig.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

Vice Mayor Kline tabled the approval of minutes as presented at tonight's Board Meeting. Due to the absence of Mayor McKnight and Commissioner Billig from tonight's meeting and the absence of Vice Mayor Kline from the meeting on Wednesday, October 14, 2020, these minutes will be presented and approved at the next Town Board meeting on Wednesday, November 11, 2020.

-PUBLIC HEARING-

None

-GUESTS-

None

Town Board Approved Minutes November 18, 2020

-APPOINTMENTS-

None

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Vice Mayor Kline

Commissioner Mitchell entered into the record the September 2020 Maintenance Department Monthly Report.

Commissioner Crothers-Moore

None

Commissioner Mitchell

None

Water Plant Superintendent, Ron Carter

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

Director of Finance and Administration

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

Mr. Natale reported to the Board, the application for the Purchasing Cards Program for the town staff has been submitted and approved by Howard Bank. Mr. Natale advised they will be rolling out a testing program, starting with the North East Police Department with the assistance of Chief Just and the Administrative Assistant, Kristine Short to help with implementing a Policy and Procedure to formally adopt. Once the Board reviews the policy and if approved, the Purchasing Cards will be rolled out to the remainder of the staff.

Mr. Natale reported the audit is almost complete with minor revisions on the audit statements. Mr. Natale stated the auditors, Clifton Larsen Allen were scheduled as a guest for tonight's

meeting, but with the absences of Mayor McKnight's, they rescheduled and will attend the next Board meeting on Wednesday, November 11, 2020.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the October 14, 2020 Town Meeting:

- Progress Meetings with the contractor, Mr. Patrick Lynch, President of Lynch Repair & Remolding regarding the Jackson House Exterior and Interior Renovation Project
- Reviewing permits and site plans with the Director of Planning and Zoning, Betsy Vennell
- Water Superintendent, Ron Carter and Entech Engineer, Steve Riley in regards to the Water Tank Project
- Weekly call with the Town Administrators from the Cecil County towns and the Cecil County Department of Economic and Development regarding Commercial and Industrial property within the corporate limits.
- Director of Finance and Administration, Ken Natale regarding Personnel Department Matters

Mrs. Cook-MacKenzie reported she spoke with Maryland State Highway (SHA) regarding an update on the status of the Route 272 Bridge over Amtrak. Per the contractor, the bridge will be completed sometime in November 2020.

Mrs. Cook-MacKenzie reported the Cecil County Public Library, Mauldin North East Project is on schedule at this time, weather permitting. Mrs. Cook-MacKenzie advised the Town Clerk, she will follow up with Ms. Frazier Walker regarding the rescheduling of the Check Recognition Ceremony.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Personnel Matter, North East Maintenance Department

Mrs. Cook-MacKenzie presented to the Board a request for a leave of absence for a staff member from the North East Maintenance Department. This employee has applied for long term disability for the next three months starting November 1, 2020 thru January 1, 2021 and will return back to work in full capacity on January 2, 2021.

Vice Mayor Kline asked the Town Administrator, during the absence of this employee, will the Maintenance Department be getting help during this time. Mrs. Cook-MacKenzie advised she is working with the Maintenance Supervisor, Phillip Meekins regarding temporary help and the use of contractors.

Personnel Matter, Billing Specialist II

Mrs. Cook-MacKenzie advised the Board the position for the Billing Specialist II, will be resigning from her duties the end of December 2020. Her husband accepted a job offer and they will be relocating to a different state. This job will be advertised in the Cecil Whig starting this Friday, October 30, 2020 and placed on the town's website.

Change Order Request No. 2 re: Derstine Company LLC, Extension to Complete Project

Mrs. Cook-MacKenzie presented to the Board a request of Change Order Number 2, to Derstine Company, LLC, 320 Cowpath Road, Souderton, Pa 18964 regarding the Bayberry Water Tank and the relocation of the blower.

A motion to approve the Change Order Request No. 2, with recommendation from the Town Administrator to Destine Company LLC in the amount of \$16,360.00 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Water Plant Operator/Water Plant Operator Trainee

Mrs. Cook-MacKenzie advised the Board on Tuesday, November 3, 2020, along with the Water Plant Superintendent, Ron Carter they will be conducting an interview with a possible candidate for the Water Plant Operator/Water Plant Operator Trainee.

-MISCELLANEOUS-

Mrs. Cook-MacKenzie advised the Board the North East Chamber has cancelled Beetlejuice Drive-In Movie Night, at the VFW Post 6027, 815 Turkey Point Road, North East on Thursday, October 29, 2020 due to inclement weather.

Mr. Phil Meekins advised the Board, he received a letter of commitment from the High 5 Initiative volunteers to provide access to the North East Community Park and the North East River for cleanup. The High 5 Initiative has cleanups scheduled on April 24, 2021, in conjunction with Earth Day and July 4, 2021, the morning after the Cecil County Salute to Cecil County Veterans.

After discussion with the Board, the Town Administrator suggested she will sit down and discuss further details with the Maintenance Supervisor, Phil Meekins when they meet on Friday, October 30, 2020.

Mr. Phil Meekins advised the Board, all signs for the COVID-19 cancellation of Trick or Treating will be placed within the corporate limit of the town on Friday, October 30, 2020 along with the message board that will be located at the corner of Cecil Avenue and South Main Street.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

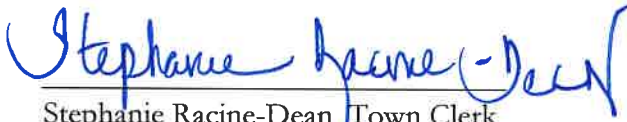
None


-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 7:30 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Vice Mayor