

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

January 13, 2021

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 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, Assistant Town Administrator Robb Carey, Town Administrator Melissa B. Cook-MacKenzie, and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Commissioner Billig.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the December 21, 2020 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all.

-PUBLIC HEARING-

None

-GUESTS-

None

-APPOINTMENTS-

None

Town Board Approved Minutes January 27, 2021

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

Resolution Number 2021-01-01 Amend the Progression Scales to reflect the Maryland Minimum Rate as of January 1, 2021

A motion to amend Resolution No. 2021-01-01 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-REPORTS-

Mayor McKnight

Mayor McKnight reported he has been in contact with the property owner, Rhine Properties LLC C/O Caves Valley Partners, 1 Olympic Place Towson, Maryland regarding the purchase of the town's lot at the North East Gateway Crossdock Facility.

Commissioner Crothers-Moore

None

Commissioner Kline

Commissioner Kline entered into the record the December 2020 Maintenance Department Monthly Report.

Commissioner Mitchell

None

Director of Finance and Administration, Ken Natale

Mr. Natale entered into the record the November 1, 2020 through November 30, 2020 Financial Statements.

Mr. Natale entered into the record the list of payments issued since the last Board Meeting along with the December 2020 purchasing card summary.

Assistant Town Administrator, Robb Carey

Mr. Carey reported he has been taking part this week in his initial orientation with the Town Administrator, Melissa Cook-MacKenzie regarding staff structure and the town's process with

Human Resources. Mr. Carey stated he will continue his orientation next week, starting with a Department Head meeting.

Mr. Carey reported as the town's representative for the North East Chamber of Commerce, the town will be participating along with Cecil County Tourism, "Winter Lights Cecil Nights" campaign which will be held January 1, 2021 thru February 28, 2021. This event will include:

- Lots of lights to brighten up the towns
- Chilly weather dishes at eateries
- Winter fun outdoors
- Contests and business specials

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following Virtual Meetings since the December 21, 2020 Town Meeting:

Mrs. Cook-MacKenzie reported the Jackson House Exterior and Interior Renovation Project is almost completed with the occupancy permit being submitted to the county this week. There are several punch out items that need to be completed such as, carpet installation, hardwood floors refinished, countertop and sink.

Mrs. Cook-MacKenzie wanted to thank the town staff for helping with the relocation of the town files and organizing the office for the new Assistant Town Administrator, Robb Carey. Mrs. Cook-MacKenzie also wanted to thank the Maintenance Supervisor, Phil Meekins and Director of Planning and Zoning Betsy Vennell for their help organizing the, "Winter Lights Cecil Nights".

Mrs. Cook-MacKenzie reported she has met with the new Assistant Town Administrator, Robb Carey this week, and she is excited with the direction this will take the town. Mrs. Cook-MacKenzie stated the week of January 12th, 2021 she will be going over several town projects with the Assistant Town Administrator with the exception of meeting with the town staff. Mrs. Cook-MacKenzie stated everything is progressing quit well and she is very happy that he is part of the team.

Mrs. Cook-MacKenzie reported as the Election Clerk for the Board of Supervisors of Elections, Tuesday, January 12, 2021 was the closing of nomination. Vice Mayor, Michael Kline submitted his nomination for Mayor with two open commissioners seats that are still available. Mrs. Cook-MacKenzie wanted to give a special thank you, to Mr. William Carroll of the Cecil Whig for the article and coverage that was given.

-UNFINISHED BUSINESS-

"Your Speed Signs" Mauldin/Thomas Avenue and East Cecil Avenue

Commissioner Kline requested an update on the digital traffic speed sign which the Board requested to be placed on Mauldin/Thomas Avenue with the exception of West Cecil Avenue, these locations would be near the North East Elementary School and North East Middle School. The Maintenance Supervisor, Phil Meekins reached out to Mr. James Bolado, Maryland State Highway Administration to see if the state would consider purchasing, due to these are state roads. Mr. Bolado stated he will check with the State Highway Administration office in Chestertown to see what kind of response they will give to this request.

Mayor McKnight stated if Maryland State Highway will not purchase the traffic speed signs, the town will, with the permission by the Maryland State Highway to post at these locations.

Mayor McKnight asked the Town Administrator for an update on the naming of the Route 272 Bridge over AMTACK. Mrs. Cook-MacKenzie advised she will reach out to the spokesperson for the state and will update the Board at the next town board meeting.

Commissioner Kline asked about the status of the Cecil County Library photo op. The Town Administrator stated, she has spoken with Mrs. Andrea Pugh, and they are arranging a date and time for the first week of March 2021.

-NEW BUSINESS-

Record Retention List

Mr. Natale presented a list of Retention items, Fiscal Year 2010 with a destroy date of 2020. These items are Finance Records which are to be destroyed per the Retention Policy.

A motion to approve the Finance Records to be destroyed per the Retention Policy was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Northwoods, Subdivision Agreements, Mr. Bruce Schneider 755 West Pulaski Highway, Elkton, Maryland and Ms. Susan Weed 300 Weed Lane, Elkton, Maryland, Section 4, 41 Lots, Tax Map 31; Parcels 1277 re: Phase 1-6 Subdivision Agreement Extension Request

Mrs. Cook-MacKenzie presented a Subdivision Agreement Extension Request for Mr. Bruce Schneider and Ms. Susan Weed, Parcel 1277; 41 Lots Northwoods Subdivision, North East.

A motion to approve the Subdivision Agreement Extension request for 41 Lots in the Northwoods Subdivision with recommendation by the Town Administrator and the Planning and Zoning Office was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

Personnel Matter, North East Maintenance Department

Mrs. Melissa Cook-MacKenzie presented a letter to the Board requesting a 3 month extension, leave of absence for a staff member that works in the North East Maintenance Department.

A motion to approve the extended leave of absence was made by Commissioner Kline, seconded Commissioner Mitchell, and approved by all.

-MISCELLANEOUS-

Mayor McKnight advised the Board he will continue to finish out his term and will be available, until the new Mayor is sworn in by the Clerk of the Court.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

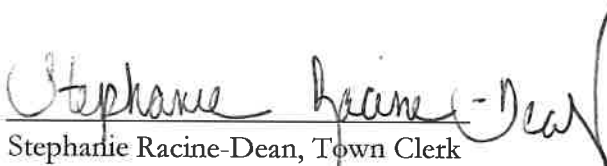
None

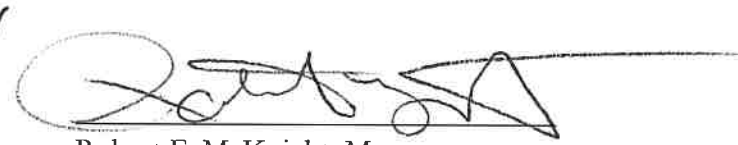
-ADJOURNMENT-

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 7:28p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Robert F. McKnight, Mayor