

MAYOR AND COMMISSIONERS

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

June 10, 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 Darrell Hamilton, Maintenance Supervisor Phillip Meekins, 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 May 27, 2020 meeting was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all.

-PUBLIC HEARING-

None

-GUESTS-

None

-APPOINTMENTS-

None

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-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor McKnight

Mayor McKnight reported he has been receiving a number of chain letters regarding the country's law enforcement and the criminal justice system. Mayor McKnight has decided, he will not respond to the chain letters at this time but would reconsider if each individual would express their concerns separately.

Commissioner Billig

None

Commissioner Crothers-Moore

None

Commissioner Kline

Commissioner Kline reported he has been listening to the Virtual Weekly Meetings held by the Maryland Municipal Leaders and receiving continuous updates during the COVID-19 Pandemic. Commissioner Kline also participated in a Maryland Municipal League webinar, which provided information regarding the financial impact of the budget and the effect it will have the next several years due to the COVID-19 Pandemic.

Mayor McKnight wanted to thank Commissioner Kline and the Town Administrator, for contacting the local restaurants regarding the Governor modifying the executive order. This would allow restaurants to serve outdoors under certain conditions and would allow the expansion to alternative areas, such as their parking lots.

Commissioner Mitchell

None

Director of Finance and Administration

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

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Mr. Natale reported he has been participating in the Government Finance Officers Association (GFOA) virtual conference regarding standards that will be changing for best practices.

Mr. Natale reported he also participated in a Maryland Municipal League webinar, which provided information regarding the financial impacts of the budget and the effect it will have the next several years due to the COVID-19 Pandemic. Mr. Natale would like to meet with the Board in the next several months to go over strategic options, prior of the 2022 budget.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the May 27, 2020 Town Board meeting.

Mrs. Cook-MacKenzie reported she listened to Governor Hogan's weekly conference today, Wednesday, June 10, 2020 regarding the COVID-19 pandemic and the guidelines that have been put in place starting Friday, June 12, 2020 at 5:00 pm. Restaurants will be able to reopen with inside dining at a 50 percent capacity, with appropriate distancing and following strict public health requirements by the Maryland Department of Health directives.

Mrs. Cook-MacKenzie reported she has been attending weekly Virtual Meetings with the County Town Administrators during the COVID-19 pandemic.

Mrs. Cook-MacKenzie reported she participated in the virtual preconstruction meeting regarding the Jackson House Exterior and Interior Renovation Project.

Mrs. Cook-MacKenzie reported she will be meeting with Betsy Vennell and Ken Natale on Monday, June 15, 2020, regarding the reopening of town hall and providing the employees with safe employment with the exception of the public.

Mayor McKnight asked if the Town Hall will be available for the next scheduled board meeting on Wednesday, June 24, 2020. The Town Administrator advised the Board, she has spoken with several municipalities in the county, they are continuing with their monthly meetings during the COVID-19 pandemic. During this time they are following the Executive Order that has been provided by the Governor's Office which would include the gathering of 10 people or less and social distancing.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

None

Comprehensive Plan Chapter 9 & 10 Update Proposal from Entech Engineering

In 2020, Entech Engineering Inc. completed a Water Master Plan for the Town of North East. This plan's growth model was based on data provided by Cecil County and included population data and growth projections through the Year 2040. The Maryland Department of Planning (MDP) requires the Town to perform a complete update of its Comprehensive Plan every ten years and has requested for the town to make its complete update after the issuance of the 2020 US Census results anticipated in 2021.

A motion to approve the Comprehensive Plan Chapter 9 & 10 Updates Proposal from Entech Engineering Work Order 4201-EWO-10434 in the amount of \$21,900.00 with the option to pay in two separate payments, Fiscal Year 2021 \$15,000.00 with the remainder to be paid Fiscal Year 2022 \$6,900.00 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

Maryland Department of Transportation 2020 Priority Request Letter

Mrs. Melissa Cook-MacKenzie introduced to the Board the Maryland Department of Transportation 2020 Request. Representatives from the Maryland Department of Transportation and State Highway Administration, along with State Representatives will meet with the Counties and Towns throughout Maryland to review the upcoming projects which will be funded in the future.

A motion to approve the Maryland Department of Transportation 2020 Priority Request Letter with the modification of item number 1, I-95 Interchange was made by Commissioner Crothers-Moore, seconded by Commissioner Billig and approved by all.

Gemcraft Homes, Inc. – Roosevelt Avenue, North East, Tax Map 31: Parcel 235: Lot 35 re: Water Allocation: One Equivalent Residential Units (250 GPD)

Mrs. Melissa-MacKenzie presented a Water Allocation Request for Gemcraft Homes, Inc., Roosevelt Avenue, North East, for one Equivalent Residential Dwelling Unit

A motion to approve the Water Service Agreement for One Equivalent Residential Dwelling Unit or 250 gallons of water per day was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all.

Disposal of Town Property – Reserve Bid of 2007 Gravely Zero Turn Mower

Mrs. Melissa Cook-MacKenzie presented to the Board the 2007 Gravely 260Z Zero Turn Mower, Model #992152. The Town Administrator recommends the Board to accept the highest bid, of \$1,700.00 from the Maintenance Supervisor, Phil Meekins.

A motion to approve the Disposal of Town Property, Reserve Bid 2007 Gravely Zero Turn Mower in the amount of \$1,700.00 to the Maintenance Supervisor Phil Meekins was made by Commissioner Mitchell, seconded by Commissioner Billig and approved by all.

Engineering Work Order No. (4201-EWO-10521) re: Services During Construction of Tank Mixer Project

A motion to approve the Engineering Work Order No. 4201-EWO-10521 and not to exceed \$28,800.00 for Services During Construction of Tank Mixer Project, was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all

MBA (Mumford-Bjorkman Associates) Proposal – Part Time Inspections Services of Tank Mixer Project

A motion to approve the MBA Mumford-Bjorkman Associates Proposal for the Inspection Services of Tank Mixer Project and not to exceed \$5,000.00 was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

Personnel Matter

Mrs. Cook-MacKenzie advised the Board the Town has officially received Police Chief Darrell Hamilton's retirement letter, effective, Thursday, July 2, 2020 with the exception of the Employee Buyout, 40 years of continuous service in the amount of \$30,000.00 first distribution, August 2020 in the amount of \$10,000.00 and the remaining balance of \$20,000.00 in January 2021.

A motion to approve the Letter of Retirement and the Employee Buyout from the Town of North East was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all.

-MISCELLANEOUS-

Annual Report – 2019 Annual Planning Department Report

Mrs. Melissa Cook-MacKenzie presented to the Board the North East Planning Commission approved 2019 Annual Report. Pursuant to Section 1-207. (d) Review. The legislative body shall review the annual report and direct that any appropriate and necessary studies and other actions be undertaken to ensure the continuation of viable planning and development process, the Planning Commission and Planning Office is certainly open to discuss any directives you may have. The submittal to the Mayor and Commissioners is not an action item, it has been adopted by the Planning Commission.

Ms. Stephanie Racine-Dean, Town Clerk asked the Board to confirm and date and time regarding the signing of the Resolutions that were passed at a previous board meeting. After discussion it was agreed to meet at the North East Town Hall, on Thursday, June 11, 2020 at 12:00 pm.

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Police Chief Darrell Hamilton wanted to thank the Board and the town staff for all their support that has been given to him and his family over the years.

-APPROPRIATIONS-

None

-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 Mitchell and approved by all. The meeting adjourned at 7:29 p.m.

Respectfully submitted,

ATTEST:

Stephanie Racine-Dean, Town Clerk

Robert F. McKnight, Mayor