

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

**February 8, 2017**

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 P.M. Present were Commissioners Michael Kline and Hilary Crothers-Moore. 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 Head Clerk Stephanie Racine-Dean. Commissioner Stark and Commissioner Braley was absent from the meeting.

The Pledge of Allegiance was recited and a moment of silence was observed.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of January 25, 2017 was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

**-GUESTS-**

Mr. Bob Meffley – Councilman First District, Cecil County

Mr. Meffley wanted to inform the Board the County Council rejected a bill that would have changed the zoning of campgrounds throughout Cecil County.

**-PUBLIC COMMENT-**

None.

**-INTRODUCTION OF ORDINANCES-**

Ordinance No. 2017-02-01 re: North East Zoning Ordinance Amendment

Mrs. Cook-MacKenzie introduced an ordinance that would amend the Town's Zoning Ordinance to allow cross-dock facilities in certain zoning districts.

Mrs. Cook-MacKenzie stated on the Planning Commission approved the ordinance at its meeting on Tuesday, February 7, 2017

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**-REPORTS-**

Mayor Robert McKnight

Mayor McKnight reported he attended the State of Cecil County Breakfast with the County Council and County Executive Dr. Alan McCarthy. Mayor McKnight reported he attended a meeting on Tuesday, February 7, 2017 at Victoria Park.

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline reported he attended a meeting on Tuesday, February 7, 2017 at Victoria Park.

Director of Finance and Administration, Ken Natale

Mr. Natale reported water shut offs will take place on Thursday, February 9, 2017 weather permitting.

Mr. Natale reported Tax Sale Notices will be mailed to the residents Thursday, February 9, 2017.

Mr. Natale reported the collateral from Howard Bank is in place and the transferring of funds will take place in the next week along with closing the accounts with PNC.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported on the various meetings she attended.

Mrs. Cook-MacKenzie reported to the Board the bid package to allow vendors at the North East Community Park in the spring 2017 ran in the Cecil Whig Monday, February 6, 2017 and Wednesday, February 8, 2017. Mrs. Cook-MacKenzie stated the written proposals are due in the office Monday, February 27, 2017.

Mrs. Cook-MacKenzie reported three applications were submitted to the Maryland Department of Environment for funding with a deadline of Tuesday, January 31, 2017. The breakdown for each, Storage Tanks, Source and Treatment totally 1.6 million dollars.

Mrs. Cook-MacKenzie reported on the Maryland Route 279 Bridge Project and communications she has had with the Maryland State Highway Administration.

**-UNFINISHED BUSINESS-**

Town Administrator

Maryland State Highway, Route 279 Bridge

Melissa B. Cook-MacKenzie provided plans from the Maryland State Highway Bridge Lights which the board approved on Wednesday, December 11, 2013. The board members that were not present, Commissioner Braley and Commissioner Kline. Mayor McKnight requested the board look over the plans to make sure there are no concerns.

Mrs. Cook-MacKenzie reported on the Town Hall Spacing Project and the Jackson House Project. A proposal was received from the town's engineer on Monday, February 6, 2017 and it appears both items will be presented to the board, Wednesday March 8, 2017.

Melissa B. Cook-MacKenzie reported Maintenance Supervisor Phillip Meekins will be attending a meeting Monday, February 13, 2017 in regards to Phase 2 MS4 Permit than he will coordinate with Maryland Department of Environment to have a local meeting with other affected jurisdictions in the County.

**-NEW BUSINESS-**

Town Administrator

Mrs. Cook-MacKenzie requested Mayor McKnight go over options for the new vehicle for North East Town Hall. Until the options are defined, Mrs. Cook-MacKenzie will not have the amount for the new vehicle to present to the board.

Mrs. Cook-MacKenzie received a request for a modification of a lease agreement from Team Mobile about their lease on the Town's water tower. Mrs. Cook-MacKenzie recommended the board not renegotiate the lease agreement. The Board accepted Mrs. Cook-MacKenzie's recommendation.

Mrs. Cook-MacKenzie presented to the board a complete inventory of the Water Information Records the Town has in a file cabinet in Town Hall. Records have been identified, which according to the Town's Records Retention and Disposal Schedule should be destroyed which no longer have any operational value, nor are they of any historical value.

**-MISCELLANEOUS-**

Mayor McKnight, reminded everyone of the Town of North East Election on Monday, February 13, 2017 106 South Main Street.

Director of Finance and Administration Ken Natale a reminded the Board of the Work Session on Wednesday, March 8, 2017 at 5:30 p.m. to review the preliminary findings of the Water Rate Study.

**-APPROPRIATIONS-**

A motion to approve Purchase Order 20170208-001 to Willdan in the amount of \$7,400.00 for work to date was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

A motion to approve Purchase Order 20170208-002 to Cecil County Department of Emergency Services in the amount of \$37,244.00 for FY 2017 communications operating cost July 1, 2016 thru June 30, 2017 was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Purchase Order 011117-003 Entech Engineering in the amount of \$10,478.60 for the hydraulic model was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

A motion to approve the invoices presented for payment was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

**-BUSINESS FROM THE FLOOR-**

**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all. The meeting adjourned at 7:24 P.M.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Head Clerk