

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

**July 12, 2017**

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 P.M. Present were Commissioners Michael Kline, Hilary Crothers-Moore and Paul Stark. Also present were Maintenance Supervisor Phillip Meekins, Police Chief Darrell Hamilton, Director of Finance and Administration Ken Natale Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Commissioner Eric Braley.

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

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of June 28, 2017 was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

**GUESTS-**

None.

**-PUBLIC COMMENT-**

None.

**-APPOINTMENTS-**

A motion to approve the appointment to Board of Appeals Sarah Anderson, 199 Mahogany Drive North East was made Commissioner Kline, seconded by Commissioner Stark and approved by all.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**-REPORTS-**

Mayor McKnight

Mayor McKnight reported he attended the Salute to Cecil County Veterans Monday, July 3, 2017 at the North East Community Park.

Commissioner Stark

Commissioner Stark entered into the record the June 2017 Crime and Traffic Breakdown for the North East Police Department.

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline reported he attended the Salute to Cecil County Veterans Monday, July 3, 2017 at the North East Community Park.

Commissioner Kline reported on the progress of the Maryland Municipal League Dinner the town will be hosting Thursday, July 20, 2017 at the North East Fire Company.

Director of Finance and Administration

Mr. Natale reported Audit for Fiscal Year 2017-2018 is underway. The Auditors will arrived to start the preliminary field work for the Audit Tuesday, July 18, 2017.

Mr. Natale reported all training for the electronic account payable process has been completed in each department.

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie reported she attended the Salute to Cecil County Veterans Monday, July 3, 2017 at the North East Community Park.

Mrs. Cook-MacKenzie reported she attended a Ridgely Forest pre-construction meeting Monday, July 10, 2017.

Mrs. Cook-MacKenzie reported pre-bid conference for the Bay View Tank rehabilitation project will be held at 10:00 a.m. Tuesday, July 18, 2017 located near 100 Van Weaver Drive, North East. Bids are due Thursday, August 3, 2017.

Mrs. Cook-MacKenzie reported pre-bid conference for the Timberbrook Development meter replacement project will be held at 1:00 p.m. on Tuesday, July 18, 2017 at the Town of North East Rolling Mill Water Treatment Plant, 39 Rolling Mill Lane, North East and the Captain's Gate Townhomes, Irishtown Road. Bids are due Thursday, August 3, 2017.

Mrs. Cook-MacKenzie entered into the record, in honor of Commissioner Braley, the December 2016 through June 2017 Planning and Zoning Monthly Reports.

**-UNFINISHED BUSINESS-**

State Highway Amtrak Bridge, Route 272

Mayor McKnight reported there has been activity at the Amtrak Bridge, Route 272 which started Friday, July 6, 2017.

North East Community Park Workshop Session

Mayor McKnight advised the Workshop Session for the North East Community Park which was supposed to have happened prior to tonight's board meeting was not held do to conflicting schedules.

Request to re-establish Town Economic Development Commission

Mrs. Cook-MacKenzie stated she received a letter from Mr. Kelly Benson Monday, July 10, 2017 in regards to his recent request to have the Economic Development Commission, (EDC) reestablished. The Board would like Mr. Benson to be more specific on the types of projects he envisions the EDC would undertake.

**-NEW BUSINESS-**

Security Deposits for Special Events

Mr. Natale reported per the Mayor's request he has reviewed the special events policy in regards to charging a Special Events damage deposit. After review, Mr. Natale on behalf of the Special Events Committee is requesting the removal Part IX Security Deposit from the Police and allow the committee to re-number the remainder of the document for consistency.

A motion to approve the Special Events Security Deposit Policy was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

Water Allocation Request, 105 Bay View Woods Lane, North East Maryland

Mrs. Cook-MacKenzie presented a Water Allocation Request, 105 Bay View Road North East, Maryland, for two hundred fifty gallons of water per day.

A motion to approve the Water Allocation Request, 105 Bayview Woods Lane was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

Request for Directional Signage in Municipal Parking Lot

Mrs. Cook-MacKenzie advised the Planning and Zoning staff received a request for a Directional Signage in the Municipal Parking Lot. The concern is the pedestrian traffic intermingling with the flow of traffic that comes in the Municipal parking lot off Main Street.

Mayor McKnight would like further information in regards to the style of the sign, detail and the advantage of this request.

**-MISCELLANEOUS-**

Mayor McKnight read a letter from the County Executive, Allan J. McCarthy in regards to his attendance at the Salute to Cecil County Veterans Celebration at the North East Community Park, Monday, July 3, 2017.

Mrs. Cook-MacKenzie reminded the board when considering the Workshop Session for the North East Community Park to please keep in mind the work session for the Street Sign Project also needs to reschedule.

**-APPROPRIATIONS-**

A motion to approve Purchase Order R7-47 Lecco Pipe Line Construction Company in the amount of \$7,320.00 for the Emergency Main Repair on Marysville Road was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.  
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A motion to approve Purchase Order R8-17 Coyne Chemical in the amount of \$200,000.00 for the 2017 Fiscal Year Chemicals was made by Commissioner Stark, seconded by Commissioner Kline and approved by all.

A motion to approve Purchase Order R8-25 L/B Water Service, INC. in the amount of \$9,612.00 Property Service R & M Meter Replacement was made by Commissioner Kline, seconded by Stark and approved by all.

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

**-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 Crothers-Moore and approved by all. The meeting adjourned at 7:22 P.M.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Town Clerk