

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

**September 13, 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 Eric Braley and Paul Stark. Also present were Maintenance Supervisor Phillip Meekins, Police Chief Darrell Hamilton, Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Director of Finance and Administration Ken Natale.

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

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of August 23, 2017 was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all. Commissioners Braley abstained from voting as he was not present at the August 23, 2017 meeting.

A motion to approve the minutes for the North East Community Park Workshop was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all. Commissioners Braley abstained from voting as he was not present at the August 23, 2017 workshop.

A motion to approve the minutes for the Street Sign Project Workshop was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all. Commissioners Braley abstained from voting as he was not present at the August 23, 2017 workshop.

**OATH OF OFFICE-**

Mayor McKnight administered the Oath of Office to Ruth L. Gonce Board of Supervisors of Elections. Her term is a one year term beginning, October 2, 2017.

**GUESTS-**

None.

**-PUBLIC COMMENT-**

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None.

**-APPOINTMENTS-**

None.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**REPORTS-**

Mayor McKnight

None.

Commissioner Stark

None.

Commissioner Crothers-Moore

Commissioner Crothers-Moore participated and completed the Triathlon which was held at the North East Community Park on Sunday, August 27, 2017.

Commissioner Braley

Commissioner Braley entered into the record the August 2017 Department of Planning and Zoning Monthly Report.

Commissioner Braley reported he conferenced in by phone and participated in the Planning Commission Meeting held on September 5, 2017.

Commissioner Kline

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Commissioner Kline entered into the record the June 2017 and August 2017 Maintenance Department Monthly Reports.

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie reported she attended a meeting with Amy DiPietro, engineer with Morris & Richie Associates who is representing a potential buyer of Ridgeley Forest.

Mrs. Cook-MacKenzie reported she and the Water Plant Superintendent, Ronald Carter held interviews for the Water Plant Trainee position on Thursday, August 24, 2017.

Mrs. Cook-MacKenzie reported she attended a meeting with Linda Burris, Delmarva Power.

Mrs. Cook-MacKenzie reported she attended a meeting with the Library Director, Morgan Miller and Kelly Racca who represents Bancroft Construction on Monday, September 11, 2017 in regards the North East Branch Library, construction project.

Mrs. Cook-MacKenzie reported she will be attending a preconstruction meeting Thursday, September 14, 2017 in regards to the fifty nine water meters to be relocated from inside the homes to outside into meter pits on Mahogany Drive and Yorktown Court.

Mrs. Cook-MacKenzie reported she received notification the Cecil County 2017 Maryland Department of Transportation Pre Tour meeting has been re-scheduled to Friday, September 28, 2017.

Mrs. Cook-Mackenzie reported there has been three applicants to date that have submitted their applications for the Economic Development Commission (EDC). The Town Board has received the applications. Formal appointments will be made at such time the Town Board receives the required number of applications to meet the minimum membership requirement.

**-UNFINISHED BUSINESS-**

Town Administrator

Mrs. Cook-MacKenzie reported on the progress of the North East Community Park and the ongoing projects that the Maintenance Supervisor has revised his report to include specific

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dates of completion as requested at the August 23, 2017 Workshop. Mayor McKnight is very pleased with the ongoing work and thanked the Maintenance Supervisor, Phillip Meekins.

**-NEW BUSINESS-**

Personnel Matter - Town Administrator

After hearing the recommendation from the Town Administrator, Melissa Cook-MacKenzie and the Police Chief Darrell Hamilton, Commissioner Kline made a motion to promote Officer Mario Caracas to the rank of Patrolmen First Class with a retroactive date of August 12, 2017. Commissioner Stark seconded the motion and approved by all.

**-MISCELLANEOUS-**

Commissioner Braley apologized to the board for his absence of several board meetings that he did not attend in the past several months due to his work schedule.

**-APPROPRIATIONS-**

A motion to approve Budget Amendment 2017-002 was made by Commissioner Braley, second by Commissioner Kline and approved by all.

A motion to approve Budget Amendment 2018-001 was made by Commissioner CrothersMoore, second by Commissioner Stark and approved by all.

A motion to approve Requisition R8-234 to Comptroller of Maryland in the amount of \$8,961.00 for Wynne Tax Refunds was made by Commissioner Kline, second by Commissioner Stark and approved by all.

A motion to approve Requisition R8-261 to Lecco Pipe Line Construction Company in the amount of 14,540.00 for Lakeside and Westover Place emergency water distribution repairs was made by Commissioner Stark second by Commissioner Kline and approved by all.

A motion to approve Requisition R8-289 to Allied Services in the amount of \$5,038.00 for Altivar 630 VFD Installation was made by Commissioner Braley, second by Commissioner Stark and approved by all.

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

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**-BUSINESS FROM THE FLOOR-**

Stephanie Palko from the Cecil County Guardian complimented Police Chief Darrell Hamilton for the heartfelt speech that was given during the Union Hospital Foundation Lobster Feast on Monday, September 11, 2017.

**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:25 P.M.

Attest:

Respectfully submitted,

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Robert F. McKnight, Mayor

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Stephanie Racine-Dean, Town Clerk