

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

**September 27, 2017**

The Town Meeting was called to order by Vice Mayor Kline at 7:00 P.M. Present were Commissioners 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, Mayor McKnight, Commissioner Eric Braley and Water Plant Superintendent, Ronald Carter.

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

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the September 13, 2017 meeting was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and approved by all.

**GUESTS-**

None.

**-PUBLIC COMMENT-**

None.

**-APPOINTMENTS-**

A motion to approve the appointment of Peg Hardin, 20 Mallory North East, to the position of Board of Appeals Member was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

**-INTRODUCTION OF ORDINANCES-**

None.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

None.

**REPORTS-**

Commissioner Stark

None.

Commissioner Crothers-Moore

None.

Commissioner Kline

None.

Director of Finance and Administration

Mr. Natale reported the auditor's field work is complete and he will begin working with them on the financial statement preparation.

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie entered into the record, for the Water Plant Superintendent, Ron Carter the August 2017 water report for both the Rolling Mill and Leslie Water Treatment Plants.

Mrs. Cook-MacKenzie reported she attended a preconstruction meeting on Thursday, September 14, 2017 for the fifty nine meter relocation project.

Mrs. Cook-MacKenzie reported she attended a meeting at the North East Plaza.

Mrs. Cook-MacKenzie reported she attended a meeting with the Town's Engineer for the Jackson House Repairs and Renovation Project.

Mrs. Cook-MacKenzie reported she attended a meeting with the North East Rotary Club on Wednesday, September 20, 2017. .

Mrs. Cook-MacKenzie reported she attended a meeting with the Town's engineer at 121 Beech Street, North East, about the illegal bulkhead.

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Mrs. Cook-MacKenzie reported she attended Mr. James Ewing's Memorial Service on Wednesday, September 20, 2017. Mr. Ewing was a Crossing Guard for the Town of North East for more than twenty years.

Mrs. Cook-MacKenzie reported she attended a Chamber Meeting and a Chamber Board Meeting.

Mrs. Cook-MacKenzie reported she attended the Centennial Celebration at the North East Nazarene Camp on Saturday, September 23, 2017.

Mrs. Cook-MacKenzie reported she attended a meeting with Jim Rooney from North East Rotary in regards to preparing the Santa House for the upcoming Christmas Season.

Mrs. Cook-MacKenzie reported she attended a meeting with Sandy Turner about the possibility of applying for the October 2018 Bassmaster Tournament.

Mrs. Cook-MacKenzie reported she attended a meeting with C.N.A. on Wednesday, September 27, 2018.

**-UNFINISHED BUSINESS-**

Mrs. Cook-MacKenzie would like to establish a date from the Board to meet at the North East Community Park about the Shore Erosion Project. Mrs. Cook-MacKenzie would like to invite the Maryland Department of Environment present to help answer questions. This will help start the budget for the 2018 fiscal year.

Mrs. Cook-Mackenzie reported she has received another Application and Statement of Interest for the Economic Development Commission (EDC). This will be held until the next board meeting Wednesday, October 11, 2017 until the document is reviewed by Mayor McKnight.

Mr. Phillip Meekins presented to the Board pictures of several spruces that he would like to plant in the North East Community Park. Mr. Meekins did consult with Foxfire Nursery about what would be suitable in this location. Mrs. Cook-MacKenzie asked for pricing of each spruce with the height listed for the board to review at the next Town Board meeting on Wednesday, October 11, 2017.

**-NEW BUSINESS-**

101 North East Plaza, North East, Maryland Water Allocation Request – 1750 GPD

Mrs. Cook-MacKenzie presented a Water Allocation Request for Express Care, 101 North East Plaza, North East, Maryland, for one thousand seven hundred and fifty gallons per day.

A motion to approve the Water Allocation Request and not to exceed one thousand seven hundred and fifty gallons per day was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

Santa House

Mrs. Cook-MacKenzie with Chief Hamilton's recommendation is requesting the Board's approval to authorize the North East Rotary to start the preparation of the Santa House for the 2017 Christmas Season.

A motion to approve the North East Rotary use of the Santa House for the 2017 Christmas Season was made by Commissioner Crothers-Moore, seconded by Commissioner Stark.

**-MISCELLANEOUS-**

**-APPROPRIATIONS-**

A motion to approve Budget Amendment 2018-002 was made by Commissioner Stark, second by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R8-335 to Lecco Pipe Line Construction Company in the amount of \$6,681.00 for Paving Repairs was made by Commissioner Crothers-Moore second by Commissioner Stark and approved by all.

A motion to approve Requisition R8-338 to L/B Water Services in the amount of \$9,612.00 for Meters and Transmitters was made by Commissioner Stark, second by Commissioner Crothers-Moore and approved by all.

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

**-BUSINESS FROM THE FLOOR-**

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**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and approved by all. The meeting adjourned at 7:20 P.M.

Attest:

Respectfully submitted,

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Michael Kline, Vice Mayor

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Stephanie Racine-Dean, Town Clerk