

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

December 13, 2017

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

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

-OATH OF OFFICE-

None.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the November 8, 2017 meeting was made by Commissioner Crothers-Moore, seconded by Commissioner Braley and approved by Commissioners Crothers-Moore, Braley and Mayor McKnight. Commissioner Stark and Commissioner Kline abstained from voting as they were not present at the November 8, 2017 meeting.

A motion to approve the minutes of the November 22, 2017 meeting was made by Commissioner Kline, seconded by Commissioner Stark and approved by Commissioners Kline, Stark and Crothers-Moore. Commissioner Braley abstained from voting as he was not present at the November 22, 2017 meeting.

-GUESTS-

Ms. Morgan Miller, Director of Cecil County Public Library

Ms. Miller was present to give an update of the new North East Branch. Accompanying Ms. Miller with the update was Brian Morgan, Civil Engineer with KCI Technologies and Adele Cruise, Operations Manager for Cecil County Public Library.

- The architectural contract was awarded to BCWH Architects of Richmond Virginia
- The civil engineering contract was awarded to KCI Technologies of Newark Delaware

- Architects will hold sessions with the business community, elementary and middle schools as well as the public at large to gain feedback from the community regarding the design. The goal is to have schematics available by Spring of 2018.
- Architects will also have paper surveys as well as website surveys at www.northeastlibrary.org
- Ms. Morgan thanked the Town Board and Planning Commission for their continued support
- Ms. Morgan praised the rendering of the proposed bridge over AMTRAK and thinks the community will be pleased with the gateway from the historic part of town to the library
- Ms. Morgan praised the State Highway project that is underway which includes installation of sidewalks and crosswalks at the Route 40 and Route 272 intersection

-APPOINTMENTS-

None.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None.

-REPORTS-

Mayor McKnight

- Mayor McKnight reported that he attended the Christmas tree lighting at the North East Community Park on November 24, 2017
- Mayor McKnight reported that he attended a luncheon with the Library team
- Mayor McKnight reported he attended a meeting with Artesian Water regarding a proposed water agreement that outlines the sale of town water to Artesian
- Mayor McKnight reported he attended the Cecil County Christmas Parade on December 2, 2017
- Mayor McKnight reported he attended the Shop with A Cop Comptroller's Award presentation on December 12, 2017

Commissioner Stark

- Commissioner Stark reported that he attended the Christmas tree lighting at the North East Community Park on November 24, 2017

- Commissioner Stark entered into the record the North East Police Department Crime and Traffic breakdown for November 2017
- Commissioner Stark reported that he attended the final Parade meeting on November 28, 2017
- Commissioner Stark reported that he attended the Cecil County Christmas Parade on December 2, 2017
- Commissioner Stark reported he attended the Shop with A Cop Comptroller's Award presentation on December 12, 2017

Commissioner Crothers-Moore

- Commissioner Crothers-Moore reported she attended the Cecil County Christmas Parade on December 2, 2017
- Commissioner Crothers-Moore reported she attended the Shop with A Cop Comptroller's Award presentation on December 12, 2017

Commissioner Braley

None.

Commissioner Kline

- Commissioner Kline entered into the record the October 2017 and November 2017 Maintenance Department Monthly Reports
- Commissioner Kline reported he attended a Neighborhood Youth Panel meeting
- Commissioner Kline reported he attended the meeting with Artesian Water regarding the proposed agreement to sell water
- Commissioner Kline reported that he attended the Cecil County Christmas Parade on December 2, 2017

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie submitted into the record, on behalf of Elizabeth Vennell Director of Planning, the Planning Departments monthly reports for October 2017 and November 2017.

Mrs. Cook-MacKenzie reported on the various events and meetings she attended since the last Town Board meeting:

- Mrs. Cook-MacKenzie attended the Christmas tree lighting at the North East Community Park on November 24, 2017
- Mrs. Cook-MacKenzie attended the meeting with Artesian Water regarding the proposed agreement to sell water

- Mrs. Cook-MacKenzie attended the Cecil County Christmas Parade on December 2, 2017
- Mrs. Cook-MacKenzie attended the lunch with Morgan Miller and the Library team
- Mrs. Cook-MacKenzie participated in a telephone conference with David Beste, Esquire regarding Ridgely Forest
- Mrs. Cook-MacKenzie attended a meeting with David Beste, Esquire, regarding Ridgely Forest
- Mrs. Cook-MacKenzie attended a Cecil County Christmas Parade meeting
- Mrs. Cook-MacKenzie reported she attended a North East Chamber Annual Awards meeting
- Mrs. Cook-MacKenzie reported she attended court regarding a code enforcement case
- Mrs. Cook-MacKenzie attended the Shop with A Cop Comptroller's Award presentation on December 12, 2017

Mrs. Cook-MacKenzie reported that there will be a Christmas Parade critique meeting soon.

In addition, Mrs. Cook-MacKenzie notified the Board that an additional application for the Economic Development Commission has been received from Tom Lofland. One more application is needed in order to reinstate the Commission. Mrs. Cook-MacKenzie stated that Mr. Kelly Benson has been made aware the application has been received.

-UNFINISHED BUSINESS-

Capital Planning Water System

Mrs. Cook-MacKenzie requested that this on the agenda but she is not requesting any action at this time.

-NEW BUSINESS-

1. 538 Red Toad Road, North East Maryland – Water Allocation Request – 250 GPD

Mrs. Cook-MacKenzie recommends that the water allocation of 250 gallons per day be approved as presented. A motion to approve the water allocation request of 250 gallons per day for 538 Red Toad road was made by Commissioner Kline, seconded by Commissioner Stark and approved by all.

2. 382 Red Toad Road, North East Maryland – Water Allocation Request – 250 GPD

Mrs. Cook-MacKenzie recommends that the water allocation of 250 gallons per day be approved as presented. A motion to approve the water allocation request of 250 gallons per day for 382 Red Toad Road was made by Commissioner Braley, seconded by Commissioner Crothers-Moore and approved by all.

3. Agreement – Ridgely Forest Water Line Fee

Mrs. Cook-MacKenzie stated that pursuant to a recorded Agreement there is an outstanding fee of \$215,435.35 due the Town for a water line that the previous developer was to pay. The Agreement is assignable and goes with the land. The original term had the fee due upon receipt. Mrs. Cook-MacKenzie reported that staff and the legal team discussed the new owners draw and takedown schedule of lots and recommend the following revision to the term of the agreement. They propose the \$215,435.35 fee is due and payable (1) one year from the date of execution of the agreement and (2) the fee is paid in quarterly payments of no less than \$50,000.00 per quarter. A motion to approve the revision to the agreement as outlined was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approve by all.

In response to a request from Mayor McKnight, Mrs. Cook-MacKenzie proved the following status of the Ridgely Forest development:

- Project was started by Clark-Turner Homes
- Town called in the Bonds November 20, 2015 because the road, water line, sidewalk and landscape work was not complete pursuant to the Public Works Agreements. Approximately $\frac{3}{4}$ Million Dollars of work was performed in the Fall of 2017.
- December 2015 the Town was notified that Mr. Turner filed Chapter 7 Bankruptcy on November 25, 2015
- Town has been working with the Bank and the Bonding Company,
- There are some smaller items that need to be addressed, but we are well on the way to getting them complete
- What is supposed to happen is after a 1 year warranty period, the improvements will be dedicated to the Town
- We have been meeting with the contract purchasers so that when they take ownership, they can hit the ground running
- It is a Master Plan Community with several phases and many steps
- They have brought to us the desire to make phasing changes as well as add lots where they can
- The bank has presented the Town with a deed for processing. Once the bank acquires the property they will turn around and sell it to the new Developers
- What is essential is knowing what actions are needed and in what order they come

-MISCELLANEOUS-

Employee Appreciation Dinner

Mrs. Cook-MacKenzie reminded the Board that the Employee Appreciation dinner will be on January 13, 2018. Staff will obtain options from local caterers for the Board to review at the next Town Board meeting.

-APPROPRIATIONS-

Requisition R8-761 to Venable, LLP was tabled.

A motion to approve Requisition R8-737 to Lecco Pine Line Construction in the amount of \$27,290.00 for various water main and service line repairs was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

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

-BUSINESS FROM THE FLOOR-

Judith E. Cole of 741 England Creamery Road, North East, Maryland 21901 and 436 Cara Cove Road, North East, Maryland 21901 expressed disapproval of a proposed distribution center at Nazarene Camp Road. Her concerns are dangerous traffic and vehicles not using alternate merge properly. Mrs. Cole called Cecil County and was told to bring her concerns to Town of North East since the property is under the Town's planning jurisdiction.

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Braley, seconded by Commissioner Stark and approved by all. The meeting adjourned at 7:31 p.m.

Attest:

Respectfully submitted,

Robert F. McKnight, Mayor

Tina Holmes, Finance Associate II