

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

November 22, 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 Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Commissioner Eric Braley, Police Chief Darrell Hamilton, Maintenance Supervisor Phillip Meekins and Director of Finance and Administration Ken Natale was absent from the meeting.

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

-APPROVAL OF MINUTES-

The Board tabled the approval of the minutes of the November 22, 2017 meeting until the December 13, 2017 Board meeting.

-GUESTS-

None.

-PUBLIC COMMENT-

None.

-APPOINTMENTS-

None.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTION AND ORDINANCES-

None.

-REPORTS-

Mayor McKnight

None.

Commissioner Stark

None.

Commissioner Crothers-Moore

None.

Commissioner Kline

Commissioner Kline reported he attended a Wild Life Habitat Counsel Conference, November 7th through the 9th, 2017.

Commissioner Kline reported he attended a Public Meeting with the new owners of Ridgely Forest and the residents on Monday, November 20, 2017.

Water Plant Superintendent, Ronald Carter

Mr. Carter gave the October 2017 report for both the Rolling Mill and Leslie Water Treatment Plants.

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie reported she attended Chesapeake Club court proceedings about recovering both attorney and engineering fees. No order has been determined at this time but will keep the board updated.

Mrs. Cook-MacKenzie reported she and the Director of Planning, Betsy Vennell attended a meeting with the town engineer, C N A, in regards to Ridgely Forest and processing the proposed changes of the development.

Town Board Approved Minutes December 13, 2017

Mrs. Cook-MacKenzie reported she attended a Public Meeting with the new owners of Ridgely Forest and the residents on Monday, November 20, 2017.

Mrs. Cook-MacKenzie reported she attended an Ethics Commission meeting on Thursday, November 16, 2017. The next meeting is scheduled for January 2018.

Mrs. Cook-MacKenzie reported she attended a meeting with Army Corps of Engineers and the Maryland Department of Environment in regards to a violation for a bulkhead located at the end of Beech Street.

Mrs. Cook-MacKenzie reported the Election Board has met regarding the upcoming February 2018 town election. The Town Board received the following pertinent dates of the election: Nominations for office is January 8, 2018, voter registration deadline is January 22, 2018. The deadline to except applications requesting an absent ballot be mailed is January 26, 2018. The Election is Monday, February 12, 2018 from 7:00 am to 7:00 pm in the Town Hall Meeting Room.

Mrs. Cook-MacKenzie reported she received notification from the Library Director, Morgan Miller about the North East Branch Library, construction project. The architectural contract was awarded to BCWH Architects, of Richmond, VA. The civil engineering contract was awarded to KCI Technologies, of Newark, DE.

Mrs. Cook-MacKenzie reported she will be attending a progress meeting Tuesday, November 29, 2017 with the Maryland State Highway about the bridge project over AMTRAK.

Mrs. Cook-MacKenzie requested a date in January 2018 from the Board to reschedule the North East Community Park Workshop.

Mrs. Cook-MacKenzie reported she and the Director of Planning and Zoning, Betsy Vennell, met with the County Director of Administration, Al Wein, and County planning staff to discuss creating a flow chart for commercial properties that apply for a change of use permit for an existing building and a flow chart for a commercial business that also needs site plan approval. North East has agreed to be serve as a pilot town for this program. The goal is to improve the process and make the process clearer for applicants.

Mayor McKnight reported he and the Town Administrator, Mrs. Cook-MacKenzie met with Mr. Kelly Benson in regards to re-establishing the Economic Development Commission (EDC). Mr. Benson is still seeking members to get this commission started.

-UNFINISHED BUSINESS-

None.

Town Board Approved Minutes December 13, 2017

-NEW BUSINESS-

Upper Bay Museum

Mayor McKnight presented to the board an invitation from the Upper Bay Museum to schedule a tour and enjoy the new displays of the museum and the work of the boat school. The Board agreed to schedule a tour of the facility, spring 2018.

Town's Distribution System Standards - Repairs

Mrs. Cook-MacKenzie reported on the town's distribution system standards and the repair made by others. The Town Engineer, C N A, and Ron Carter, Water Superintendent, are recommending an amendment to the Town's water standard details and specifications regarding repairs made to the town's water distribution system by others. The recommendation would require a contractor to make the repairs in accordance with the standard details and specifications under the direction of the Water Superintendent and Town Engineer.

A motion to approve the Town's Standards and Specifications as outlined was made by Commissioner Kline, seconded by Commissioner Crothers-Moore, and approved by all.

Capital Planning

Mrs. Cook-MacKenzie presented to the Board for review, a memorandum dated November 20, 2017 from ENTECH Engineering regarding Capital Planning for the, Water System Facilities. This will be tabled until the next Town Board meeting, Wednesday, December 13, 2017.

Residential Christmas Decorating Contest

Mrs. Cook-MacKenzie requested the Mayor and Commissioners set a date and appoint judges for the Residential Christmas Decorating Contest. Commissioner Crothers-Moore agreed to chair the event, which will be held on Thursday, December 14, 2017.

Cecil County Christmas Parade

Melissa Cook-MacKenzie reported that the Cecil County Christmas Parade is Saturday December 2, 2017. The final meeting for preparation will take place on Tuesday, November 28, 2017 at 5:30 p.m.

-MISCELLANEOUS-

Mayor McKnight

Mayor McKnight announced the next Maryland Municipal League Dinner will be held on Thursday, December 21, 2017. The event will be held at the Donaldson Brown Conference Center, 200 Mount Ararat Farm Road, Port Deposit.

-APPROPRIATIONS-

Town Board Meeting November 22, 2017

Town Board Approved Minutes December 13, 2017

A motion to approve Requisition R8-631 to Weyrich Cronin and Sorra in the amount of \$12,300.00 for Final Audit Billing was made by Commissioner Stark, second by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R8-708 to Venable, LLP in the amount of \$7,578.00 for Artesian Water Purchase Agreement was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Change Order 1 to Freese Plumbing Inc. to extend the contract from 75 days to 105 days for Meter Replacement Project was made by Commissioner Crothers-Moore, second by Commissioner Stark and approved by all.

Change Order 2 to Freese Plumbing Inc. in the amount of \$110,455.00 for Meter Replacement Project will be tabled until the next town board meeting, Wednesday December 13, 2017. The Town Administrator is questioning the increase of the amount, which is \$4,008.00.

A motion to approve the contract end date of the Bay View Tank Rehabilitation from March 2, 2018 to the new end date of May 2, 2018 was made by Commissioner Crothers-Moore, seconded by Commissioner 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 Crothers-Moore, seconded by Commissioner Stark and approved by all. The meeting adjourned at 7:35 P.M.

Attest:

Respectfully submitted,

Page 6 of 6

Town Board Approved Minutes December 13, 2017

Robert F. McKnight, Mayor

Stephanie Racine-Dean, Town Clerk

Town Board Meeting November 22, 2017