

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

January 28, 2015

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 PM. Present were Commissioners Kena Koch, Paul Stark, Hilary Crothers-Moore, Eric Braley, Chief Darrell Hamilton, Maintenance Supervisor Phillip Meekins, Director of Finance, and Administration Ken Natale, Director of Planning Betsy Vennell, Town Administrator Melissa B. Cook-Mac Kenzie, Water Utility Clerk Stephanie Racine-Dean and Town Attorney Dennis S. Clower.

The Pledge of Allegiance was recited.

**-PUBLIC HEARING-CONTINUANCE- Rezoning Case R-2015-01-01**

Capital Development Associates, Inc. 29 South Main Street, North East, Maryland 21901. Applicant/owner has requested a change in the North East Zoning District Classification for 101 Mill Lane, North East, Maryland. Also known as Parcel 0265 found on Tax Map 400 to be changed from the current classification of "R-1" Single Family Residential District to "V-C" Village Commercial Zoning District.

The Public Hearing for Rezoning Case R-2015-01-01 was called back to order by Mayor McKnight at 7:15 PM. The court reporter, Penny Comeau of Bel Air Reporting, swore in all members of the public intending on testifying regarding the rezoning case. Mr. Peter Wood gave a brief history of the zoning classification changes on Race Street and a detailed history of the properties he has purchased on Race Street including his most recent acquisition, 101 Mill Lane. At this time, Mr. Wood has three (3) properties on Race Street. Ms. Muller'Thyme, 17 South Main Street, North East, Maryland testified that she supports the rezoning and indicated that she would like to relocate her counseling office to 101 Mill Lane. Ms. Von Cole, 88 Wells Camp Road testified that she fully supports the rezoning from Single Family Residential District to Village Commercial Zoning District. After testifying concluded, the Mayor closed the Public Hearing and indicated that a decision would be rendered during the new business portion of the meeting.

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**-APPROVAL OF MINUTES-**

A motion to approve the minutes of December 10, 2014 and December 22, 2014 was made by Commissioner Stark, seconded by Commissioner Koch, and approved by all.

**-GUESTS-**

Ms. Amy Seitz, State Main Street Coordinator, with the Maryland Department of Housing and Community Development

Ms. Amy Seitz was present at the request of the Town Administrator in order to provide the Town Board and members of the public information about the State's "Main Street Maryland Program" which strives to strengthen the economic potential of Maryland's traditional main streets and neighborhoods. The program provides designated communities with support for economic planning, marketing and promotion, training and education.

Ms. Parsons, President of the North East Chamber of Commerce spoke in behalf of the Main Street Maryland Program. Ms. Parsons agreed this would be an asset to the Town of North East and suggested that the North East Chamber partner with the town. Mayor McKnight asked about funding for this full time position. Ms. Amy Seitz advised there are requirements and grants to support this program. The Town Administrator Melissa B. Cook-Mac Kenzie asked Ms. Amy Seitz if this program assists with recruiting new business's once a building is vacant. Ms. Seitz advised, "The Core" is to get investors and entrepreneurs' to invest in these properties. Mayor McKnight did advise that this Program is something to look into.

**-INTRODUCTION OF ORDINANCES-**

Ordinance 2015-01-01 Code of Ordinances Article 6 – Purchasing Policy Amendments

The Town Administrator advised this is for introduction only. She provided a brief overview of the proposed changes and invited the Board to contact her or the Director of

Finance and Administration prior to the next Board meeting with any questions. There is no action required this evening.

**-ADOPTION OF RESOLUTION AND ORDINANCES-**

1. Resolution 2015-01-01 Adoption of Job Description – Head Clerk

Commissioner Braley made a motion to approve Resolution 2015-01-01. Commissioner Koch seconded the motion. The motion was approved by all.

2. Resolution 2015-01-02 Adoption of Progression Scale – Head Clerk

Commissioner Stark made a motion to approve Resolution 2015-01-02. Commissioner Crothers-Moore seconded the motion. The motion was approved by all.

**-REPORTS-**

Mayor McKnight

Mayor McKnight attended the Employee Appreciation Dinner at the North East Fire Hall on January 17, 2015.

Mayor McKnight also attended the Cecil County Council Citizens Corner on January 20, 2015 with the Town Administrator Melissa B. Cook-Mac Kenzie and Director of Planning Betsy Vennell. The discussion was in regards to the Master Water and Sewer Plan and the Second Amendment to a Franchise Agreement by and between Cecil County Government and Artesian Resources Corporation.

Mayor McKnight also attended the Thank You Event for Delegate David Rudolph and Lynn Nickel. Mayor McKnight thanked each one for their services to Cecil County.

Commissioner Kena L. Koch

Commissioner Koch entered the Maintenance report for December 2014 into the record.

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Commissioner Paul Stark

None

Commissioner Eric Braley

Commissioner Braley attended the Employee Appreciation Dinner at the North East Fire Hall on January 17, 2015.

Commissioner Hilary Crothers-Moore

Commissioner Crothers-Moore attended the Employee Appreciation Dinner at the North East Fire Hall on January 17, 2015.

Director of Finance and Administration, Ken Natale

Director Natale reported a letter was sent January 28, 2015, notifying PNC the termination of agreement with the credit card processing. The effective date of termination is February 16, 2015. The new vendor, Value Payment Services, stated the new system will be ready for use prior to February 16, 2015.

The Director also reported, water bills for quarter ending December 31, 2014 were mailed out January 28, 2015 by Northern Data Systems.

Preliminary work on the 2016 budget, department request and revenue projections will begin early next month.

Town Administrator, Melissa B. Cook-MacKenzie

The Town Administrator reported the following:

- 1) On January 28, 2015 attended progress meeting with Vanguard, Entech, Severn Trent and staff regarding water meter replacement project.
- 2) On January 28, 2015 attended the joint pre-construction meeting regarding the road rehabilitation, storm drain upgrade and Church Street and Roney Avenue water line improvements projects.
- 3) On January 29, 2015 attended a meeting with Maryland Transportation Authority, Maryland Department of the Environment and Severn Trent Services regarding the I-95 water tank and distribution lines between the meter vault and water tank.
- 4) On February 23, 2015 will be conducting a public meeting for the residence that will have their water meter moved from the inside of their home to an outside

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standard pit meter system. Customers will have the opportunity to speak with the contractor and the sub-contractor.

**-MISCELLANEOUS-**

None

**-UNFINISHED BUSINESS-**

Boys and Girls Club – Concept of New Building

The Board has been asked to move forward with the concept of the Boys and Girls Club building a building on land the Town owns (portion of Turner Park). Questions such as term of the agreement, liability, etc. will need to be answered before the Board is comfortable. The Town Administrator stated, there has been no further action at this time and they are not ready to address the Town Board. Mayor McKnight advised this proposal can be taken off the agenda until the Boys and Girls Club gets back in touch with The Town of North East in regards to their request.

North East Community Park – Docking Facility

In response to previous discussions regarding the docking regulations for the North East Community Park Floating Docks, the Town Administrator presented a draft amendment to the Town Code of Ordinances Section 4-509, subsection 3, paragraph o that would permit reserving a portion of the dock. The Mayor urged the Board to review the draft language and return to the next Board meeting with comments. Mayor McKnight is requesting for the Board to make a decision.

Residents of Wallace Avenue Update from Town Staff

**Planning and Zoning Department Report/Update -**

Complaint #1 - 101-109 Wallace

This complaint was referred to Mark Dean, Building Inspector with Cecil County Department of Permits and Inspections. The County inspected, and sent a violation letter regarding the majority of the structures being uninhabitable, and unsecured. The letter

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stated they have several choices, to make the structures safe or they can be removed. Mr. Dean met with Novo Realty's contractor on January 28, 2015 to go over a plan of action to secure the property. If there are any questions pertaining to the unsafe structures and livability code they need to be directed to Mr. Dean at the County Permits office.

The Town's Planning staff contacted Ms. Pennell from Novo Realty, the owner of the property, on January 16, 2015 to advise her of the violation. The town then followed up with a phone call and the first notice of violation, with a deadline for the clean-up. There was a re-inspection done on the property that revealed that the trash bags were removed. In turn, there are still tire and lumber piles, furniture and junk debris. The Planning staff take action on the weeds/brush piles throughout the property. A second violation letter was sent out today, January 28, 2015 with fines cited, and a re-inspection date of February 9, 2015. On February 9, 2015, if the violation remains, a final violation letter will be sent, with a re-inspection date of February 17, 2015. If violation remains, a citation shall be issued which has monetary consequences.

**North East Maintenance Department Report/Update -**

**Complaint #2 – No Parking Sign at the end of Wallace Avenue**

Two new signs and posts were installed the morning of January 15, 2015 by members of the North East Maintenance Department.

**Complaint #3 – Replacement of barrier at the end of Wallace Avenue**

Both Phillip Meekins, Maintenance Supervisor and Darrell Hamilton, Chief of Police have reported this matter to Perry Willis of Cecil County Public Schools. In search of the property lines it was determined the barrier in question is on the Board of Education's property. Mr. Willis indicated to Mr. Meekins that he would have necessary repairs completed by the Board of Education staff.

**Complaint #4 – Turner Park Tennis Courts**

The fence line along the basketball court was cleared of all weeds and debris. Although minimal growth or debris was found, there is still growth along the adjacent property that the Town cannot remove. Mr. Meekins also stated that he accompanied Chief Hamilton during the inspection of each structure and found no evidence of anyone habituating. The

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condition of the structure was sound and there was minimum debris on the property.

**North East Chief of Police Report/Update -**

Chief Hamilton of the North East Police Department completed searches of all the residence. Chief Hamilton also reported the street light on Wallace Avenue has been replaced and additional patrols have been performed throughout the day and night.

Residents of Wallace Avenue

Mrs. Kelly Justus - 111 Wallace Avenue came to express her appreciation to the Town for the progress that has been made regarding the concerns expressed at the January 14, 2015 Board meeting. She especially wanted to thank the North East Police Department, North East Maintenance Department and the Planning and Zoning Department. She is very thankful for all the progress that has been accomplished to date.

**-NEW BUSINESS-**

Rezoning Case R-2015-01-01 - Decision

Director of Planning and Zoning, Betsy Vennell commented on the 2012 Comprehensive Rezoning and the request from Mr. Wood. Commissioner Braley made a motion to approve the request to change the current classification of "R-1" Single Family Residential District to "V-C" Village Commercial Zoning District for 101 Mill Lane. Commissioner Koch seconded the motion. The motion was approved by all.

Personnel Item – Town Administrator Melissa B. Cook-Mac Kenzie

After hearing the recommendation of the Town Administrator and the Director of Finance and Administration Commissioner Stark made a motion to promote Stephanie Racine-Dean from Water Utility Clerk to Head Clerk Level 6 effective immediately. Commissioner Crothers-Moore seconded the motion. The motion was approved by all.

**-APPROPRIATIONS-**

**-MISCELLANEOUS-**

None

A motion to approve Purchase Order No. 10665 to Edward P. Howell in the amount of \$1,135.50 for 61.44 tons of sand was made by Commissioner Koch, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 10800 to Weyrich, Cronin & Sorra in the amounts of \$1,750.00 for Audit services was made by Commissioner Crothers-Moore, seconded by Commissioner Stark, and approved by all.

A motion to approve Purchase Order No. 10807 to D & D Electrical in the amount of \$1,340.10 for work at the Bayberry Tower for the Base Station System regarding the Water Meter Replacement Project was made by Commissioner Koch, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 10811 to Entech in the amount of \$3,858.18 for their December 2014 services for the water meter replacement project was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Purchase Order No. 10812 to Phone Doctor of Delaware, LLC in the amount of \$5,100.00 for the Replacement of the Communication Server and Digital Telephone was made by Commissioner Koch, seconded by Commissioner Braley and approved by all. Mayor McKnight inquired if there were funds budgeted to pay for the new phone system. Director of Finance and Administrator Ken Natale, advised there is enough in the budget to cover this expenditure temporarily but because this expenditure was not anticipated a budget amendment will be presented at the February 11, 2015 Town Board Meeting.

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

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**-BUSINESS FROM THE FLOOR-**

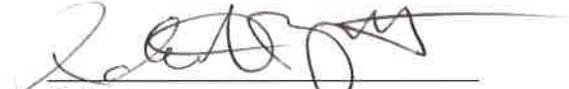
None

**-ADJOURNMENT-**

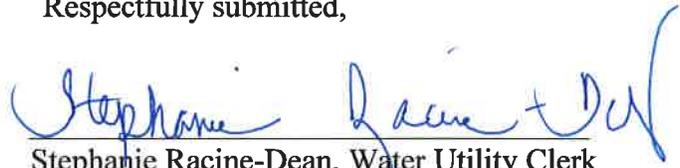
With there being no further business to discuss, a motion to adjourn was made by Commissioner Braley, seconded by Commissioner Koch and approved by all. The meeting ended at 8:40 PM.

Attest:

Respectfully submitted,



Robert F. McKnight, Mayor



Stephanie Racine-Dean, Water Utility Clerk