

MAYOR AND COMMISSIONERS

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

April 14, 2021

In order to comply with Governor Larry Hogan's declaration of a State of Emergency as part of Maryland's response to COVID-19, and in order to comply with public gathering restrictions during this time the Mayor and Commissioners of the Town of North East conducted a virtual meeting on this date.

The Town Meeting was called to order by Mayor Kline at 7:00 P.M. Participating via computer and/or telephone were Commissioners Kelly Benson, Catherine Bernard-Dutton, Hilary Crothers-Moore and Raymond Mitchell. Also present were Police Chief Jim Just, Maintenance Supervisor Phillip Meekins, Director of Finance and Administration Ken Natale, Assistant Town Administrator Robb Carey, Town Administrator Melissa B. Cook-MacKenzie, and Town Clerk Stephanie Racine-Dean.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the March 24, 2021 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC HEARING-

None

-GUESTS-

None

-APPOINTMENTS-

None

Town Board Approved Minutes April 28, 2021

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Kline

Mayor Kline reported he attended a tour at the North East Gateway Facility on Thursday, March 25, 2021, along with the Town Administrator, Melissa Cook-MacKenzie, Director of Planning, Betsy Vennell, Director of Economic and Development, Steven Overbay, Trammell Crow Company and the prospective tenant.

Mayor Kline reported he met with the Assistant Town Administrator, Robb Carey and Town Clerk, Stephanie Racine-Dean regarding the North East Middle School 2021 Virtual Career Day.

Mayor Kline reported he was contacted by Ms. Annmarie Hamilton from the Cecil County Arts Council, 135 East Main Street to participate as a judge, in the Patriotic Art Contest on Friday April 2, 2021.

Mayor Kline reported he started to meet with the Department Heads as of today, Wednesday, April 14, 2021 regarding the Fiscal Year 2022 Budget.

Commissioner Crothers-Moore

None

Commissioner Mitchell

None

Commissioner Bernard-Dutton

None

Commissioner Benson

Commissioner Benson reported he attended a meeting that was arranged by his father, Hudson Benson on Friday, April 9, 2021 along with the Cecil County, Director of Administration,

Daniel Schneckenburger and the Director of Economic Development, Steven Overbay regarding the new administration of Cecil County and to discuss the Heron Cove parcel.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended a tour at the North East Gateway Facility on Thursday, March 25, 2021, along with Mayor Kline, Director of Planning, Betsy Vennell, Director of Economic Development, Steven Overbay, Trammell Crow Company and the prospective tenant.

Mrs. Cook-MacKenzie reported she met with the Water Superintendent, Ron Carter and the Maryland Department of Environment (MDE) regarding the needs assessment survey which is conducted every 10 years.

Mrs. Cook-Mac-Kenzie reported she attended the following virtual meetings since the March 24, 2021 Town Meeting:

- Planning and Zoning, Betsy Vennell
- North East Economic Development Commission (EDC)
- Town's Engineers regarding previous ongoing projects
- Stonebridge, Bethel Springs and the town's engineer in regards to receiving municipal water from the town and the water model
- 125 Railroad Road, parcel adjacent to Riverwood's
- Town's attorney regarding contracts and zoning questions
- Assistant Town Administrator, Robb Carey
- Mayor Kline and the Department Heads regarding the Fiscal Year 2022 Budget.

Mrs. Cook-MacKenzie reported she attended several meetings with the North East Chamber of Commerce regarding town events that was previously discussed at the last town board meeting on Wednesday, March 24, 2021.

Assistant Town Administrator

Mr. Carey reported as of Thursday, April 1, 2021 he began assisting the North East Police Department in recruiting new applicants for a most recent position that has been posted. Mr. Carey stated he has spoken with a number of candidates by phone and electronically, and has received four written applications with confirmation today there will be a fifth received by mail in a few days.

Mr. Carey reported one of the projects that he has been working on regarding credit card payments and direct deposit, these forms were mailed to the property owners several weeks ago. As of today, the finance department has increased the count to 18 new draft bank deposit forms with establishing new accounts. Mr. Carey advised the Board, this is an encouragement and hopefully this will continue to accumulate into the future.

Director of Finance and Administration, Ken Natale

Mr. Natale entered into the record the list of payments issued since the last Board Meeting along with the April 2021 purchasing summary.

Mr. Natale entered into the record the February 1, 2021 through February 28, 2021 Financial Statements and the Manual Journal Entry Report.

-UNFINISHED BUSINESS-

North East Chamber of Commerce

Mrs. Cook-MacKenzie advised the Board she would like to give follow up information from the last town board meeting regarding several events that were being considered in the months of May and June 2021 on the Green. After discussion with the North East Chamber of Commerce it was agreed these events that were presented to the board have been cancelled and the President of the Chamber is revamping the events committee to move forward with additional events in the near future.

-NEW BUSINESS-

Vice Mayor Election per Section 407 of the Town Charter

Mayor Kline informed the Board it was time to elect Vice Mayor, per Section 407 of the Town Charter.

A motion to nominate Commissioner Crothers-Moore as Vice Mayor was made by Commissioner Mitchell, seconded by Commissioner Benson. No other nominations were made and the Board unanimously elected Commissioner Crothers-Moore.

Commissioner Bernard-Dutton wanted to thank the Town Clerk, Stephanie Racine-Dean for her help regarding the water utility bill and the appreciation she has for the work she does for the town.

Water Allocation Request, Scannell Properties #443, LLC, 800 Red Toad Road, Tax Map 24, Parcel 64, Thirteen Equivalent Residential Units

Mrs. Cook-MacKenzie presented a Water Allocation Request for Scannell Properties #443, LLC, for thirteen equivalent residential units (ERU's).

A motion to approve the Water Allocation request for thirteen equivalent residential units, 800 Red Toad Road with the recommendation by the Town Administrator and the Planning and Zoning Office was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all.

Ridgely Forest, P/O of Phase 2/Honeylocust Circle: Deed of Conveyance, Water Utility

Mrs. Cook-MacKenzie presented a Deed of Conveyance, Water Utility Request for Ridgely Forest, P/O Phase 2, Honeylocust Circle.

A motion to approve the Deed of Conveyance, Water Utility, Ridgely Forest P/O Phase 2 with the recommendation by the Town Administrator and the Planning and Zoning Office was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Ridgely Forest, P/O of Phase 2/Honeylocust Circle: Deed of Conveyance, Public Improvements

Mrs. Cook-MacKenzie presented a Deed of Conveyance, Public Improvements Request for Ridgely Forest, P/O Phase 2, Honeylocust Circle.

A motion to approve the Deed of Conveyance, Public Improvements, Ridgely Forest P/O Phase 2 with the recommendation by the Town Administrator and the Planning and Zoning Office was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

-MISCELLANEOUS-

Mayor Kline entered into the record the February 2021 Monthly Report for the Town of North East Maintenance Department.

Mayor Kline entered into the record the February 2021 Crime and Traffic Breakdown for the North East Police Department.

Mrs. Cook-MacKenzie wanted to advise the Board she and Mayor Kline will be meeting with the County Executive staff on Tuesday, April 20, 2021 and advised the town staff, if they have any questions, please let her know prior of the meeting.

Maintenance Supervisor Phil Meekins advised the Board he spoke with Mr. Richard Baker, Assistant District Engineer, Maryland Department of Transportation (MDOT) regarding the radar speed signs. Mr. Baker informed the Maintenance Supervisor, he attended the district meeting for the Office of Traffic Management, and it was brought to his attention other districts are requesting these signs to be posted. At this time, they will only approve if the radar speed signs are located in the town's own right away, but they will continue to work with the state to put together a standard operating procedure that they can incorporate into the Manual of Uniform Traffic Control Devices (MUTCD). There will be further discussion at the next district meeting on how to move forward with this request.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

None

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 7:39 p.m.

Respectfully submitted,

ATTEST:

Stephanie Racine-Dean, Town Clerk

Michael Kline, Mayor