

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

April 28, 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 Director of Finance and Administration Ken Natale, Director of Planning Betsy Vennell, Assistant Town Administrator Robb Carey, Town Administrator Melissa B. Cook-MacKenzie, and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Police Chief Jim Just and the Maintenance Supervisor Phillip Meekins.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the April 14, 2021 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

-PUBLIC HEARING-

None

-GUESTS-

None

-APPOINTMENTS-

None

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-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Kline

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

Mayor Kline reported he attended a meeting on Tuesday, April 20, 2021 along with the Town Administrator, Melissa Cook-MacKenzie. Assistant Town Administrator, Robb Carey and the Board of Directors from the North East Fire Company Inc., 210 South Mauldin Avenue.

Mayor Kline reported he attended a meeting with Mr. David Dollenger, Principal of the North East High School, 300 Irishtown Road, North East, on how to honor the 2021 graduates.

Mayor Kline reported he attended a meeting with the Department Heads along with the Town Administrator and the Assistant Town Administrator regarding the construction of the 2021-2022 Fiscal Year Budget.

Mayor Kline reported he attended a meeting with Director of Planning, Betsy Vennell, Marshall McSorley, Department of Public Works Stormwater Management and Van Funk, Chief of the Stormwater Management Division of Cecil County, (DPW) regarding improvements to the raingarden at the North East Community Park.

Mayor Kline reported he attended the North East Library dedication ceremony on Friday, April 23, 2021 along with several other town officials.

Mayor Kline reported he met with Commissioner Benson along with the Assistant Town Administrator, Robb Carey, Hudson and Karen Benson and Martha Kline on Tuesday, April 25, 2021 to walk the property at Heron Cove.

Commissioner Crothers-Moore

None

Commissioner Mitchell

Commissioner Mitchell entered into the record March 2021 Planning and Zoning Monthly Report.

Commissioner Bernard-Dutton

None

Commissioner Benson

Commissioner Benson reported he had a meeting with the Director of Finance and Administration, Ken Natale regarding the process of the town's budget.

Commissioner Benson reported he met with Mayor Kline along with the Assistant Town Administrator, Robb Carey, Hudson and Karen Benson and Martha Kline on Tuesday, April 25, 2021 to walk the property at Heron Cove.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following virtual meetings since the April 14, 2021 Town Meeting:

- North East Maintenance Department Budget
- Stormwater Management Budget
- Water Fund Budget
- EN Engineering with town staff regarding various water projects
- Cecil/Harford Maryland Municipal League Chapter meeting
- Cecil County Municipalities and Economic Commission
- North East Police Department Budget
- Town's attorney Dennis Clower and the Director of Planning
- North East Water Department Operations Budget
- North East General Fund Budget

Mrs. Cook-MacKenzie reported she attended a meeting on Tuesday, April 20, 2021 along with Mayor Kline, Assistant Town Administrator, Robb Carey and the Board of Directors from the North East Fire Company Inc., 210 South Mauldin Avenue.

Mrs. Cook-MacKenzie reported she attended a meeting with the Mr. David Dollenger, Principal of the North East High School, 300 Irishtown Road, North East, on how to honor the 2021 graduates.

Mrs. Cook-MacKenzie reported she attended a meeting with the Assistant Town Administrator and the Director of Finance and Administration to review and established a policy for the 2021-2022 open enrollment.

Mrs. Cook-MacKenzie reported she attended a meeting at the North East Community Park regarding a Fishing Tournament.

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Mrs. Cook-MacKenzie reported she attended a meeting with the Cecil County representatives and other municipalities regarding the Municipal Separate Storm Sewer System Permit, (MS4)

Mrs. Cook-MacKenzie reported she attended the North East Library dedication ceremony on Friday, April 23, 2021.

Mrs. Cook-MacKenzie reported she attended a meeting on Wednesday, April 28, 2021 with the Director of Planning, Betsy Vennell and the Chairman of the Planning Commission, Mark Dobbins.

Mrs. Cook-MacKenzie reported she attended the Grand Opening of the North East Library Ribbon Cutting on Saturday April 24, 2021.

Mrs. Cook-MacKenzie reported she attended a meeting on Tuesday, April 27, 2021 with the North East Rotary regarding their annual project at the North East Community Park and the exercise equipment that will be placed throughout the park.

Mrs. Cook-MacKenzie reported she attended a meeting with the Chairman of the Planning Commission, Mark Dobbins.

Mrs. Cook-MacKenzie reported she had a meeting with the Assistant Town Administrator, Robb Carey.

Mrs. Cook-MacKenzie reported she attended a meeting with the Director of Planning, Betsy Vennell and Solteze LLC, Consultant for the Municipal Separate Storm Sewer System (MS4) Permit. Mrs. Cook-MacKenzie advised the consulting firm, the town is interested in their services for the purpose of identifying the Town's (MS4) Permit obligation which administered under the authority of the Maryland Department of the Environment.

Assistant Town Administrator

Mr. Carey reported he attended the following virtual meetings since the April 14, 2021, Town Meeting:

Mr. Carey advised the Board, several of the meetings that he attended, have already been reported, without the risk of being repetitive, he wanted to confirm he did take part in those activities.

Mr. Carey reported he has been moving forward with designing and implementing the next step regarding the new recruitment hiring strategy for the North East Police Department. Mr. Carey stated, they have had a number of applicants that have submitted their written application and they are now involved in the background vetting processes.

Mr. Carey reported he has been involved with a research project regarding the viability or possibly of having a pension available as a benefit to the Town of North East employee's. Mr. Carey advised the Town of Havre de Grace was very kind and generous to share their planned documents, not only for their law enforcement officers but also their separate plan for their other employees. This information has been forwarded to an outside expert and to a broker to see if this would benefit the town in the near future.

Mr. Carey reported he has been moving forward with his comparison ratio project since the last town board meeting, one of the elements was to create an organizational/flow chart to reflect the organization's structure and highlighting the different jobs, departments and responsibilities that connect the town's employees to each other and to the management plan. Mr. Carey especially wanted to thank the Clerk, Mabel Huber, for all her effort and hard work she applied to get this task done.

Mayor Kline thanked both for all their hard work to get this task completed and explained to the Board, the North East Police Department is currently down one officer with a second being anticipated in the fiscal year 2022 budget proposal. Mrs. Cook-MacKenzie advised the Board, in December 2020 this position was created and still remains vacant.

Director of Finance and Administration, Ken Natale

Mr. Natale reported there has been several budget meetings and he wanted to thank Mayor Kline for participating in the Fiscal Year Budget 2022.

Mr. Natale entered into the record the list of payments issued since the last Board Meeting along with the Fiscal Year 2021 through March 31, 2021 Intradepartmental Budget Transfers Statements.

Mr. Natale entered into the record the March Financial Statements with the listing of the Manual Journals that were created in March 2021.

Mr. Natale reported Friday, April 30, 2021 will be the last day to pay the March 2021 quarterly water bills, with the second notices being sent out the following week.

Mr. Natale reported he attended a webinar on Wednesday, April 28, 2021 with the Maryland Municipal League and National League of Cities regarding the stimulus plan and finalizing the amount with the Maryland Department of Treasury. Mr. Natale advised the Board, when this amount is received, it will be transferred out to the Maryland Government investment pool so the funds will be held in a segregated account until the Board decides on how it is going to be spent.

Water Superintendent, Ron Carter

Mr. Carter gave the March 2021 report for both the Rolling Mill and Leslie Water Treatment Plants.

Mr. Carter advised the Board he would like to give an update on the documentation and pictures that were provided regarding the new installation of the grates at the Rolling Mill Treatment Plant. On December 9, 2020, the clarifier on filter #2 failed, due to the grating. Working with the town's engineer and Mayor Kline it was determined the cause was galvanic corrosion, this happens when you have aluminum and stainless steel touching in a wet environment. Mr. Carter stated, this caused failure due to the aluminum grating that rotted away from the stainless steel wire that it was wrapped in, causing failure. After repair, the air lines were tested to make sure there was a uniform air distribution throughout the clarifier and the beads were working correctly. The cost of the upgraded materials to stainless steel grating, wire and screen was \$19,700.00 and the chemical cost to clean the beads was \$6,275.00. Mr. Carter advised the Board, they have now started to work on the clarifier on filter #1 grating replacement.

Mr. Carter reported on Wednesday, April 28, 2021 between the hours of 8:00 am – 4:30 pm there was a water shut down to replace a valve and to repair a leak. This notice was submitted to the Cecil Whig and the town's website. The areas this effected was:

- Irishtown Road
- Jamestown Court
- Yorktown Court
- Rowles Lane
- Brandywine Place
- Duck Harbor Drive and Merganser Court

Mr. Carter advised unfortunately this also affected areas in Dela Plaine Manor that were not notified such as Colonial Circle.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Second Notice Fee Waiver

Mr. Natale asked the Board if they would like to proceed with December 2020 second notices guidelines, regarding the wavier of the second notice fee of \$16.00, due to the late deliveries from the postal service. Mr. Natale reminded the Board, Friday, April 30, 2021 is the first due date for the March 2021 quarter. After discussion, it was agreed to give the customers an additional cycle to waive the \$16.00 second notice fee if the physical check reflects the date prior of April 30, 2021 due date.

-MISCELLANEOUS-

Mrs. Cook-MacKenzie advised the Board, she along with Mayor Kline and the Director of Finance and Administration, Ken Natale participated in a Town Hall meeting with U.S.

Senator, Chris Van Hollen of Maryland. Mrs. Cook-MacKenzie advised one of the items that were discussed, the U.S. Postal service and the possible removal of the Postmaster General and Chief Executive Officer, Mr. Louis DeJoy of his duties.

-APPROPRIATIONS-

Fiscal Year 2021 Budget Amendment 2021-005

A motion to approve the Fiscal Year 2021 Budget Amendment 2021-005 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-BUSINESS FROM THE FLOOR-

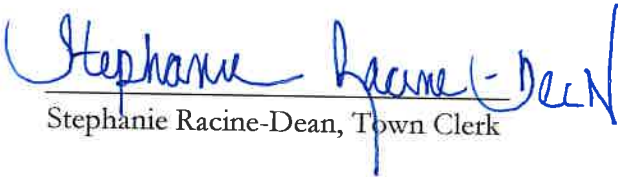
None

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner 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