



Mayor and Commissioners  
of the Town of North East

Town Board Meeting Agenda

June 23, 2021

**NOTICE**

During the COVID-19 Pandemic, the Mayor and Commissioners of the Town of North East will be conducting virtual meetings. The public is invited to participate in the meeting by sending an email to [office@northeastmd.org](mailto:office@northeastmd.org) by 4:30 on the day of the meeting.

CALL TO ORDER: 7:00 P.M.

PLEDGE OF ALLEGIANCE:

MOMENT OF SILENCE:

OATH OF OFFICE:

APPROVAL OF MINUTES:

1. June 9, 2021 – Regular Meeting

PUBLIC COMMENT:

GUEST:

APPOINTMENTS:

1. Commissioner Kelly Benson as Ex-Officio to the Economic Development Commission

PUBLIC HEARING

INTRODUCTION OF ORDINANCES:

ADOPTION OF RESOLUTIONS AND ORDINANCES:

1. Resolution 2021-06-07 Amend Job Description for Clerk
2. Resolution 2021-06-08 Amend Job Description for Town Clerk
3. Resolution 2021-06-09 Amend Job Description for Finance Associate II
4. Resolution 2021-06-10 Amend Job Description for Director of Finance and Administration
5. Resolution 2021-06-11 Amend Job Description for Maintenance I
6. Resolution 2021-06-12 Amend Job Description for Maintenance II

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REPORTS:

Mayor  
Commissioners  
Town Administrator  
Assistant Town Administrator  
Director of Finance  
Director of Planning and Zoning  
Maintenance Department  
Police Chief  
Water Superintendent

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Town Administrator  
1. Personnel Matter

MISCELLANEOUS:

APPROPRIATIONS:

BUSINESS FROM THE FLOOR:

ADJOURNMENT:

**ADA NOTICE** – The Mayor and Commissioners are committed to ensuring that individuals with disabilities are able to fully participate in public meetings. Anyone planning to attend a public hearing or public meeting announced by the Mayor and Commissioners, and who wish to receive auxiliary aids, services, or accommodations is invited to contact the Town of North East at least 48 hours in advance by calling 410-287-5801 or through the Maryland Relay Service (1-800-735-2258 TTY/Voice).

Sent via email: Cecil Whig and Cecil T.V. Sent via fax – 103.7 WXCY