

MAYOR AND COMMISSIONERS

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

June 9, 2021

In order to comply with Governor Larry Hogan's reduced restrictions as part of the State of Maryland's response to COVID-19, and in order to comply with public gatherings during this time, the Mayor and Commissioners of the Town of North East have decided to conduct this meeting in person and virtual for those who wish to attend.

The Town Meeting was called to order by Mayor Kline at 7:02 P.M. Present were Commissioners Kelly Benson, Catherine Bernard-Dutton, Hilary Crothers-Moore and Raymond Mitchell. Also present were Police Chief Jim Just, Town Administrator Melissa B. Cook-MacKenzie, Assistant Town Administrator Robb Carey, Director of Planning Betsy Vennell and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Director of Finance and Administration Ken Natale.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the May 26, 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 June 23, 2021

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

Resolution 2021-06-04 Adopts the amount the Town will contribute toward Medical Retirees.

Mrs. Cook-MacKenzie advised the Board, Resolution 2021-06-04 will be postponed at tonight's meeting and rescheduled for adoption at the next town board meeting on Wednesday, June 23, 2021.

Ordinance 2021-05-01 Adopts Fiscal Year 2022 General Fund, Water Fund and Storm Water Management Fund Budgets and establishes a comprehensive fiscal plan for the Town of North East for the period July 1, 2021 through June 30, 2022.

Commissioner Mitchell made a motion to adopt Ordinance 2021-05-01, Commissioner Benson, seconded the motion and the motion was approved by all.

Resolution 2021-06-01 Adopts the amount the Town will contribute toward premiums for Medical Insurance.

Commissioner Crothers-Moore made a motion to adopt Resolution No. 2021-06-01, Commissioner Mitchell seconded the motion and the motion was approved.

Resolution 2021-06-02 Adopts the amount the Town will contribute toward premiums for Dental and Vision.

Commissioner Crothers-Moore made a motion to adopt Resolution No. 2021-06-02, Commissioner Mitchell seconded the motion and the motion was approved.

Resolution 2021-06-03 Adopts the amount the Town will contribute toward a Life Insurance Policy for each full time employee.

Commissioner Mitchell made a motion to adopt Resolution No. 2021-06-03, Commissioner Crothers-Moore seconded the motion and the motion was approved.

Resolution 2021-06-05 Creates Water Plant Chief Distribution System Operator Job Description.

Commissioner Benson made a motion to adopt Resolution No. 2021-06-05, Commissioner Mitchell seconded the motion and the motion was approved.

Resolution 2021-06-06 Create Progression Scale for Water Plant Chief Distribution System Operator.

Commissioner Benson made a motion to adopt Resolution No. 2021-06-06, Commissioner Mitchell seconded the motion and the motion was approved.

-REPORTS-

Mayor Kline

Mayor Kline reported he attended a meeting on Wednesday, June 2, 2021, with the Cecil County Department of Economic Development and the Cecil County Office of Tourism for the ribbon cutting at the Jackson House.

Mayor Kline reported he attended a Grand Re-Opening for the Deep South Posh Children's Clothing and Maryland Recyclables Creations on Saturday, June 5, 2021.

Mayor Kline reported he attended the IKE Foundation 6th Annual Pro-Am Bass Fishing Tournament on Saturday, June 5, 2021 at the North East Community Park.

Mayor Kline reported he attended a meeting on Wednesday, June 9, 2021, with the North East Rotary Club as the guest speaker.

Mayor Kline reported he attended a meeting with the Town Administrator, Melissa Cook-MacKenzie, Assistant Town Administrator Robb Carey and Director of Planning, Betsy Vennell to review several lots near Center Drive.

Commissioner Bernard-Dutton

Commissioner Bernard-Dutton reported she received an email from a concerned neighbor regarding an easement behind her residence and the trees that are overflowing onto her property. The Town Administrator, requested for Commissioner Bernard-Dutton to forward the email to her and she will contact them directly.

Commissioner Crothers-Moore

None

Commissioner Mitchell

None

Commissioner Benson

None

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the May 26, 2021 Town Meeting:

- Emergency meeting with the Board on May 29, 2021
- Department Head meeting June 1, 2021
- Annual interview with the auditors on June 2, 2021
- Several meetings with the Assistant Town Administrator
- Economic Development Committee (EDC) meeting

Mrs. Cook-MacKenzie she attended a meeting along with the Assistant Town Administrator, Robb Carey and the Maintenance I employees on how to support one another during vacations and sick leave within the department. Mrs. Cook-MacKenzie advised the Board, the town has been advertising for the Maintenance II position and there is an interview scheduled for next week.

Mrs. Cook-MacKenzie reported she and the Water Superintendent, Ron Carter met with Entech Engineer, Steve Riley regarding the status of several water projects and also preliminary discussion about the federal funding the town will be receiving.

Mrs. Cook-MacKenzie reported she attended the IKE Foundation 6th Annual Pro-Am Bass Fishing Tournament on Saturday, June 5, 2021 at the North East Community Park. Mrs. Cook-MacKenzie expressed what a great event this is for the children and the activities that were provided on land and they also had the opportunity to fish on the boardwalk at the rear of the museum.

Mrs. Cook-MacKenzie reported she attended a meeting on Wednesday, June 9, 2021 with the Cecil County Economic Development Director, Steven Overbay and Sandra Edwards regarding the vacant land in the Industrial Park as well as the two lots on Gateway Drive.

Mrs. Cook-MacKenzie reported she attended a meeting on Wednesday, June 2, 2021, with the Cecil County Department of Economic Development and the Cecil County Office of Tourism for the ribbon cutting at the Jackson House. Mrs. Cook-MacKenzie advised the Board, the Santa House will be re-opening during the Summer to accompany the Cecil County Tourism.

Mrs. Cook-MacKenzie reported she did speak with Maryland State Highway Administration (SHA), regarding the Route 40 project. As of last night, the crew is repairing several areas where the steel plates are located, these will be removed in the next several weeks, and then the next steps will be, the completion of the overlay, stripping, pavement markings and the punch list.

Mrs. Cook-MacKenzie advised the Board, in the North East Community Park you will notice several dead trees were removed and several others will be in the next few days. This will allow the town to move forward in paving of the walking path.

Assistant Town Administrator

Mr. Carey reported he attended the following meetings since the May 26, 2021 Town Meeting: Mr. Carey reported he has an update regarding the credit card and the direct debit program that has been provided to the town's utility customers. This information was previously streamed through social media and flyers that were mailed directly to the customers. Mr. Carey advised the Board, the report that has been placed on your tablets was prepared by the Director of Finance and Administration, Ken Natale, to reflect quarter by quarter for comparison over the past two years and the increase of enrollments. Mr. Carey stated the town will continue the media campaign and examine the feedback in hope this will increase the program due to the credit card fees being permanently waived.

Mr. Carey advised the Board, he was contacted today by the town's Insurance Administrator, and advised that the town's Open Enrollment has been successfully completed with all elections and changes to the employees' benefits, all changes will take effect by Thursday, July 1, 2021.

Mr. Carey reported he had a meeting with the Planning and Zoning Director, Betsy Vennell and the Director of Finance, Ken Natale in the planning of the re-opening of Town Hall on August 1, 2021 after a year of closure to the public due to the COVID-19 pandemic. The discussion focused on the planning of logistics and the protocols needed to be designed and offered to the employees for planning and training to accommodate the public with efficiency.

Mr. Carey reported he attended a Department Head meeting on Tuesday, June 1, 2021, the primary focus of the meeting was preparation for town wide security and surveillance revamp. The town has contacted two competing vendors, who both will meet at the same time with the town staff and the board on Tuesday, June 15, 2021 at 10:00 am. The Director of Planning and Zoning, Betsy Vennell has prepared each department's plat plan with the town's overlay of properties. Mayor Kline asked the Assistant Town Administrator if one of the vendors were Vigiles Life Security, and if so, he would need to recuse himself due to the owner is a relative. Mr. Carey advised the Board, the security companies that the town staff will be meeting with are, Vigiles Life Safety, 181 Welsh Tract Road, Newark, Delaware and Emergency Response Protocol, 101 West Ayre Street, Newport, Delaware.

Mr. Carey reported he along with the Town Administrator are having continuous weekly meetings with the Public Works and the Maintenance staff, these meetings have been event driven as to the town's agenda. For example:

- The Jackson House opening
- Fishing Tournament
- Flag Day
- Preparing for the Salute to Cecil County Veterans

And the staff has stayed focused on the preparation of the events that are scheduled as well as their daily and regular duties.

Mr. Carey reported he attended a meeting with a Certified Financial Advisor, Lou Meliandou, Weiner Benefits Group, 2961 Centerville Road Suite #300, Wilmington, Delaware. Mr. Meliandou reviewed the pension plan proposals, and to see if this would be feasible for the town staff. Other items that were discussed, a redesign of the town's current retirement plans such as, 401K and the 457, these quotes will be forthcoming.

Mr. Carey reported he has been attending weekly administration team meetings with the Town Clerk, Stephanie Racine-Dean to design the reorganization of town hall and the internal functions prior of August 1, 2021, the reopening of town hall to the public.

Mr. Carey reported his weekly meetings with the Town Administrator, Melissa Cook-MacKenzie have been very productive and very worthwhile. This has given him, focus, direction and education for the future of the town he loves working for.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Water Allocation Request, Ms. Hannah Tussey & Mr. Vitold Tussey, 208 Marysville Road, North East, Tax Map 25E Parcel 0332, One Equivalent Residential Unit

Mrs. Cook-MacKenzie presented a Water Allocation Request for Ms. Hannah Tussey & Mr. Vitold Tussey, 208 Marysville Road, North East, for one residential units.

A motion to approve the Water Allocation request for One Equivalent Residential Unit or 250 gallons of water per day 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.

Water Allocation Request, Ms. Sandra Mitchell, 76 Old Bayview Road, North East, Tax Map 25 Parcel 00412, One Equivalent Residential Unit

Mrs. Cook-MacKenzie presented a Water Allocation Request for Ms. Sandra Mitchell, 76 Old Bayview Road, North East, for one residential units.

A motion to approve the Water Allocation request for One Equivalent Residential Unit or 250 gallons of water per day with the recommendation by the Town Administrator and the Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

North East Commerce Center VII, LLC and St. John Properties, Development Coordinator,
North East Commerce Center Lot 7B Public Works Agreement Extension

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension Request for North East Commerce Center VII, LLC and St. John Properties Development Coordinator, North East Commerce Center Lot 7B, North East.

A motion to approve the Public Works Agreement Extension for an additional two years with recommendation of the Town Administrator and Planning and Zoning Office was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

North East Commerce Center VII, LLC and St. John Properties, Development Coordinator,
North East Commerce Center – Center Drive and Cul-de-Sac Public Works Agreement
Extension

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension Request for North East Commerce Center VII, LLC and St. John Properties Development Coordinator, North East Commerce Center Drive and Cul-de-Sac, North East.

A motion to approve the Public Works Agreement Extension for an additional two years with recommendation of the Town Administrator and Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

Maryland Department of Transportation 2021 Request Letter

Mrs. Melissa Cook-MacKenzie presented to the Board the Planning Commission's 2021 recommendation to the Maryland Department of Transportation. Representatives from the Maryland Department of Transportation and State Highway Administration, along with State Representatives meet annually with the Counties and Towns throughout Maryland to review projects which Counties and Towns seek funding or construction.

A motion to approve the Maryland Department of Transportation 2021 Priority Request Letter with the modification of items, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Personnel Matter

Mrs. Cook-MacKenzie advised the Board, Director of Finance and Administration, Ken Natale resigned from his duties, his last day as a town employee will be Friday, July 9, 2021. Ken accepted a job, at New Castle County in Delaware, his position will be in the Utility Commission Department. Mayor Kline stated, Ken will be sorely missed and what a fine job he has done for the town.

-MISCELLANEOUS-

Police Chief Jim Just wanted to give an update on the number of officers that will be available for the Salute to Cecil County Veterans event on Saturday, July 3, 2021. After speaking with Patrol Division Commander Lieutenant, Shawn Mahan from the Cecil County Sheriff's Office

and it was determine, there will be 9 officers available to work at the Salute to Cecil County Veterans event and there could be additional officers that might volunteer also.

Town Clerk, Stephanie Racine-Dean wanted to remind the Board, the Annual Flag Day Celebration will be held on Monday, July 14, 2021 at the North East Community Park starting at 6:45 pm.

-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 Benson and approved by all. The meeting adjourned at 8:05 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor