

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

**August 11, 2021**

The Town Meeting was called to order by Mayor Kline at 7:00 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 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 July 28, 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

**-PUBLIC COMMENT-**

None

Town Board Approved Minutes August 25, 2021

**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

None

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

None

**-REPORTS-**

Mayor Kline

Mayor Kline reported he attended a meeting with the Town Administrator, Melissa B. Cook-Mac-Kenzie, along with, Dr. Wayne Benjamin, the past Director of the North East Lions Club, Donna Shelton of the Chesapeake City Lions Club and Steve DiSheroun of the Thurmont Lions Club regarding the future of the Lions Club of North East.

Mayor Kline reported he attended a meeting with the Town Administrator, Melissa B. Cook-MacKenzie and the Assistant Town Administrator, Robb Carey in regards to general updates within the town and staff.

Mayor Kline reported he received a call from Kevin B. Hornberger, Maryland State Delegate, to advise the Maryland Department of Transportation (MDOT), approved the dedicated name, the "Cecil County Veterans Memorial Bridge" for the MD Route 272 Bridge over AMTRACK. This signifies the town's support of our veterans and the sacrifices they have made on behalf of our hometown and our nation.

Mayor Kline reported he spoke with Ms. Morgan Miller, Director of the Cecil County Public Library regarding the Tunnel to Towers Mobile 9/11 Memorial display at the Cecil County Library in North East. Ms. Miller wanted to commend Chief Just, and all his hard work to allow this event to be a complete success.

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

None

Commissioner Mitchell

None

Commissioner Benson

None

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meeting since the July 28, 2021 Town Board Meeting:

- Tourism Coordinator, Sandy Turner regarding the Bass Tournament this past weekend
- Auditors, Clifton Larsen Allen LLP
- Advanced Sound and Light, Neal Hough regarding several projects throughout the town with the exception of putting in place, livestreaming for the town meetings
- Planning Commission meeting, Tuesday, August 3, 2021
- Multiple Staff and Personnel meetings

Mrs. Cook-MacKenzie reported D & D Electrical Services LLC, will be doing additional work at the town hall. This would include, adding an additional panel to help the electric outlets be more compatible for the events the town holds throughout the year.

Melissa B. Cook-MacKenzie reported she attended a meeting with Mayor Kline, along with, Dr. Wayne Benjamin, the past Director of the North East Lions Club, Donna Shelton of the Chesapeake City Lions Club and Steve DiSheroun of the Thurmont Lions Club regarding the future of the Lions Club of North East.

Mrs. Cook-MacKenzie reported she attended a meeting with the Church of God, 302 East Thomas Avenue, North East regarding the Maryland Department of the Environment Corps and Engineers shore erosion permit through the State of Maryland.

Mrs. Cook-MacKenzie reported she attended a meeting with Mr. David McDaniel regarding property on Irishtown Road, North East.

Assistant Town Administrator, Robb Carey

Mr. Carey reported he attended the following meetings since the July 28, 2021 Town Meeting:

Mr. Carey reported to the Board, there has been an update on the recruiting status for the second officer needed for the North East Police Department. On Friday, August 6, 2021, after the completion of the interviews, vetting and background process, the town made a verbal offer to Thomas Austin Lee. Cadet Lee will attend the Police Academy Orientation on Monday, August 9, 2021. After the completion of the academy training, Cadet Lee will be certified and sworn in, this will promote his rank from Police Officer Cadet to Patrol Officer. On Monday, August 23, 2021, Patrol Officer Lee will meet with the Assistant Town Administrator/Director of Human Resources for orientation. On Wednesday, August 25, 2021 he will enter into the formal academy at the Maryland Transportation Authority (MDTA). Mr. Carey advised the Board, the town staff enjoyed meeting Cadet Lee and he will be a great asset to the North East Police Department.

Mr. Carey reminded the Board, there will be an Employee Luncheon on Thursday, August 19, 2021 at 12:00 pm to celebrate employee milestones and birthdays, all are welcome.

Mr. Carey reported to the Board, there are still several job openings at the Town of North East, these positions have been sourced through several outlets to seek candidates with interest.

- Crossing Guard
- Director of Finance
- Maintenance Supervisor
- Maintenance II

Mr. Carey advised there have been several applications received for the Director of Finance and the Maintenance Supervisor, these applications are being reviewed. The next step will be, to contact the applicant and set up a formal interview. Mr. Carey also stated, even though the Police Department positions are filled, the town will continue to build a roster as the needs arise and keep sourcing throughout the year for any openings in the future.

**-UNFINISHED BUSINESS-**

None

**-NEW BUSINESS-**

Mr. Carey advised the Board, there is a scheduled Department Head Meeting on Tuesday, August 17, 2021 at 10:00 am. During this time, the town staff will be reconvening with the security surveillance company, Emergency Response Protocol, 101 West Ayre Street, Newport, Delaware. This will allow the staff to ask any question regarding the town wide security surveillance system and to go over the breakdown of their very thorough proposal that has been submitted along with the bid cost.

**-MISCELLANEOUS-**

Mrs. Cook-MacKenzie advised the Board, she along with the town staff will be moving forward with the preparation of the Cecil County Christmas Parade which will be held on Saturday, December 4, 2021.

Mrs. Cook-MacKenzie wanted to advise the Board, the town staff did not move forward with sending the ZOOM link out for tonight's meeting. The town staff is looking into the process of setting up a live-streaming in the very near future. Once this is accomplished, this will allow the public to interact and engage during the town's monthly meetings.

**-APPROPRIATIONS-**

None

**-BUSINESS FROM THE FLOOR-**

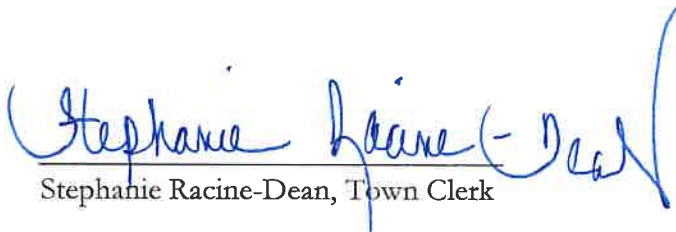
None

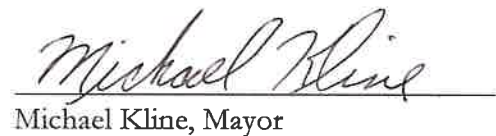
**-ADJOURNMENT-**

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 7:22 p.m.

Respectfully submitted,

ATTEST:

  
Stephanie Racine-Dean, Town Clerk

  
Michael Kline, Mayor