

MAYOR AND COMMISSIONERS

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

August 25, 2021

The Town Meeting was called to order by Mayor Kline at 7:00 P.M. Present were Commissioners 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 Director of Planning, Betsy Vennell. Commissioner Kelly Benson and Town Clerk Stephanie Dean were absent from the meeting.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the August 11, 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 Minutes Approve 9-8-2021

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Kline

Mayor Kline reported he attended a meeting with Municipalities and the State regarding COVID-19. Mayor Kline also attended two meetings with the Department Heads associated with the proposed security camera system for the Town.

Mayor Kline attended the Elk and North East Rivers Watershed Association meeting, and a meeting regarding the expansion of the rain garden on the east side of the North East Community Park.

Commissioner Bernard-Dutton

None.

Commissioner Crothers-Moore

Commissioner Crothers-Moore attended the North East Triathlon.

Commissioner Mitchell

None

Commissioner Benson

None

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the August 11, 2021 Town Board Meeting:

- Staff meetings
- Economic Development Committee Meeting
- Police Department meetings
- Auditor meetings (2) and telephone call (1).

Town Minutes Approved 9-8-2021

- Conducted interview for the maintenance supervisor position, with the Assistant Town Administrator
- Security System Camera proposal meetings

Ms. MacKenzie also reported that the Town Clerk, Stephanie Dean, headed up the project for the Town moving to live-stream public meetings. The work is underway.

Mrs. MacKenzie reported that she has started research concerning remote meetings, and has received some information from the Maryland Municipal League, however, reported that most entities seem to be operating off of Roberts Rules to guide them.

Ms. Cook-MacKenzie welcomed back Betsy Vennell, Director of Planning. Ms. CookMacKenzie also reported that Lisa Rhoades, Planning and Zoning Assistant had been in an accident last week in the Town vehicle, however, was back to work this week.

Ms. Cook-MacKenzie reported that Christine Moran, Billing Specialist, was very successful with the latest water billing cycle, which she accomplished with little help.

Assistant Town Administrator, Robb Carey

Mr. Carey reported he attended the following meetings since the August 11, 2021 Town Board meeting:

- Correspondence with Enterprise Fleet Rental to explore the function of entering into a rental agreement vs. purchasing, and whether it would be a viable option for the Town.
- Department Head meetings to review the proposals for the security camera system, confirming the needs for each department.
- Correspondence with the Website Designer as they are revising the Town's website. The changes are ongoing and the website is becoming more user friendly.
- Conducted an interview for Maintenance Supervisor position, with the Town Administrator.
- Working with Chief Just to outline a "finishing well plan" to accommodate retirement in 2022. In conjunction, a succession plan is also being addressed with Lieutenant Yates.
- An employee luncheon was conducted, during which the Town recognized milestones of employees. All departments were not able to attend the luncheon, therefore, food was delivered to those departments.
- New employee orientation for Cadet Thomas Austin Lee, who has now entered the academy for training.

Maintenance Report

Mr. Carey reported the following information in the absence of a Maintenance Supervisor:
Town Minutes Approved 9-8-2021

- One maintenance employee is out of work due to an non-work related injury.
- The Maintenance Department continues to do grass cutting throughout the town and parks.
- The Maintenance Department did a great job preparing for the triathlon.

Police Department

Police Chief Just entered the July 2021 Crime and Traffic Breakdown for the North East Police Department into the record.

Director of Planning and Zoning

Betsy Vennell, Director of Planning, entered the July 2021 Planning report into the record.

Water Department:

Mr. Ron Carter, Superintendent of the North East Water Plant, was absent from the meeting. Mayor Kline submitted the July 2021 report into the record.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

None.

-MISCELLANEOUS-

None.

-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 Crothers-Moore and approved by all. The meeting adjourned at 7:27 p.m.

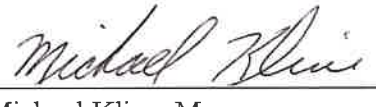
Town Minutes Approved 9-8-2021

Respectfully submitted,



Betsy Vennell, Director of Planning

ATTEST:



Michael Kline, Mayor