

MAYOR AND COMMISSIONERS

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

September 22, 2021

The Town Meeting was called to order by Mayor Kline at 7:00 P.M. Present were Commissioners Kelly Benson, Catherine Bernard-Dutton and Raymond Mitchell. Also present were Police Chief Jim Just, Town Administrator Melissa B. Cook-MacKenzie, Assistant Town Administrator Robb Carey, Director of Planning and Zoning, Betsy Vennell, Water Superintendent, Ron Carter and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Commissioner Hilary Crothers-Moore.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the September 8, 2021 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

-PUBLIC HEARING-

None

-APPOINTMENTS-

A motion to re-appoint the following individuals to the Board of Supervisors of Elections to a one year term expiring on October 1, 2022 was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all:

- Ulysses Grant Demond IV, 102 Mill Lane
- Kimberly Davis, 47 North Court
- Ruth L. Gonce, 408 Merrey Street

-GUESTS-

Town Board Approved Minutes October 13, 2021

Boy Scout Troop 131

Colon Flack from Boy Scout Troop 131 spoke with Mayor Kline at the Stepping for Heroes event on Saturday, September 11, 2021 at the North East Fire Company. He is attending tonight's meeting to observe and to work towards his, "Citizenship in the Community", merit badge. The requirements are:

- What it takes to be a good citizen in the community
- Discuss the rights, duties, and obligations of citizenship, and explain how you can demonstrate good citizenship in your community, scouting unit, place of worship, or school.

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Kline

Mayor Kline reported he had a conference call with the Maryland Municipal League Leadership on Thursday, September 9, 2021, regarding an update about the COVID-19 pandemic. Mayor Kline also attended a webinar afterwards, with the State and Local Officials, regarding Vaccines and Variants with Dr. Leana Wen, the former Baltimore Health Commissioner.

Mayor Kline reported he received an update regarding the COVID-19 Pandemic and the most recent cases in Cecil County. As of today, Wednesday September 22, 2021 there has been 30 new cases reported. Mayor Kline reminded the Board the importance of keeping all COVID guidelines in place at this time.

Mayor Kline reported he attended Stepping for Heroes event on Saturday, September 11, 2021 at the North East Fire Company to commemorate the 20th anniversary of the 9/11 terror attacks.

Mayor Kline reported he along with the Town Administrator and the Assistant Town Administrator interviewed a candidate on Wednesday, September 15, 2021 for the Director of Finance position.

Mayor Kline reported he attended the Salute to Cecil County Veterans Committee meeting on Wednesday, September 15, 2021.

Mayor Kline reported he met with the Town Administrator and the North East Rotary Club on Wednesday, September 22, 2021 regarding the exercise equipment at the North East Community Park.

Commissioner Bernard-Dutton

None

Commissioner Mitchell

Commissioner Mitchell entered into the record the August 2021 Planning and Zoning Monthly report.

Commissioner Benson

None

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the September 8, 2021 Town Meeting:

Mrs. Cook-MacKenzie reported she attended Stepping for Heroes event on Saturday, September 11, 2021 at the North East Fire Company to commemorate the 20th anniversary of the 9/11 terror attacks.

- Monthly staff meeting
- Mayor Kline
- Interview a candidate for the Director of Finance position
- Public officials regarding the American Rescue Plan Act (ARPA)
- Federal Emergency Management Agency (FEMA) regarding reimbursement from the hurricane
- Department Head
- Bi-Weekly meeting with the Auditors, CliftonLarsenAllen LLP
- Planning Commission Chairman, Mark Dobbins

Mrs. Cook-MacKenzie reported to the Board, the funds from the American Rescue Plan Act (ARPA) was received on Friday, September 17, 2021. This was placed in a separate Money Market account at Howard Bank, in the amount of \$1,794,157.54. The American Rescue Plan, passed by Congress earlier this year is to help individuals and local and state governments recover during the COVID-19 Pandemic in Cecil County. Mrs. Cook-MacKenzie suggested to the Board, to have a workshop to go over the application process, project list and determine on how to distribute the funds to organizations and nonprofits.

After discussion, it was agreed to have the workshop prior of the Towns Board meeting on, Wednesday, October 13, 2021.

Mrs. Cook-MacKenzie asked if any of the board members would like to be involved in the Hazard Litigation Plan and the Emergency Response Plan. This will be discussed at the first Department Head meeting, Tuesday, November 2, 2021 at 10:00 AM.

After discussion, Mayor Kline along with Commissioner Benson and Commissioner Bernard-Dutton will be attending.

Assistant Town Administrator

Mr. Carey reported he attended the following meetings since the September 8, 2021 Town Meeting:

Mr. Carey reported he attended Stepping for Heroes event on Saturday, September 11, 2021 at the North East Fire Company to commemorate the 20th anniversary of the 9/11 terror attacks.

- Coffee Day
- Monthly staff meeting
- Department Head meeting
- Weekly Administration meeting
- Interviews for Director of Finance position and Crossing Guard

Mr. Carey reported the Crossing Guard position has been filled, their first day of training will be Thursday, September 23, 2021 at the Mauldin/Thomas Avenue intersection.

Mr. Carey reported Comcast was contacted regarding the service at the town hall, per the service technician, there was a filter installed on the system that controlled the enhancement and amplify, which was interfered. This device was removed and upgraded with a new service, along with a new modem, which vastly improved the performance. Mr. Carey thanked the Town Clerk, for her assistance with this task.

Mr. Carey reminded the Board, there will be an employee luncheon on Thursday, September 30, 2021 at the North East Town Hall at 12:00 PM. This luncheon recognizes the town staff and their milestones along with the monthly birthdays.

Director of Planning and Zoning

Mrs. Vennell entered into the record the August 2021 Planning and Zoning Monthly report.

Mrs. Vennell advised the Board, applications are now being accepted for the Maryland Town Manager Circuit Rider Program. The purpose of this position is to provide grant funding to assist eligible municipal governments to build their administration capacity with the assistance

of professional, managerial staff. This position supports the Towns of Charlestown and North East, resumes will be received until Friday, October 8, 2021.

Mrs. Vennell reported she along with Marshall McSorley, Cecil County Department of Public Works-Stormwater Management and 25 volunteers are beginning the expansion of the existing rain garden on Saturday, October 2, 2021 at the North East Community Park, adjacent from the Nauti Goose.

Maintenance Department

Mr. Carey reported the Maintenance Department will be assisting with the excavating of the rain garden project at the North East Community, with the guidance, from the Director of Planning, Betsy Vennell.

Mr. Carey gave on update regarding the roads inspection in the Timberbrook Community, which also included:

- Curb repair and painting
- Contacting Cecil County and the Homeowners Association (HOA), regarding the drainage issues which is creating drainage sinkholes in the yards along with drainage basins which collects and drains off into a common outlet.

Mr. Carey reported the Maintenance staff of three, has also completed, in a short period of time, the repair of potholes and additional items along North and South Main Street.

Police Department

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

Water Superintendent, Ron Carter

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

Mr. Carter advised the Board, there are supply chain demands on the purchase of water meters. At this time, the town only has seven, which hopefully, this will last until the middle of October, when the additional 100 meters will be received. Mr. Carter advised the Board, he will be ordering additional supplies to be on hand, not only due to the high demand of meters but the new construction throughout town.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

None

-MISCELLANEOUS-

Mrs. Cook-MacKenzie advised the Board, the water bills for the September 2021 will be going out in the mail in the next few days, with a due date of October 31, 2021. Mrs. Cook-MacKenzie commended the Billing Specialist, for the success in the latest water billing, which she accomplished with little help.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

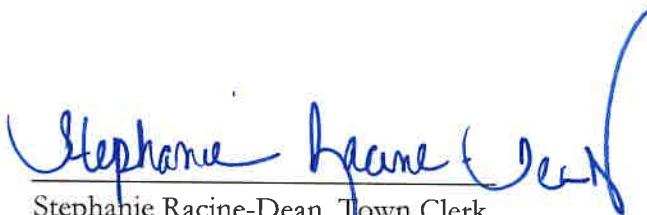
None


-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 7:40 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor