

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

October 13, 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 Town Administrator Melissa B. Cook-MacKenzie, Assistant Town Administrator Robb Carey and Town Clerk Stephanie Racine-Dean. Absent from the meeting was Police Chief Jim Just.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the September 22, 2021 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all. Commissioner Crothers-Moore abstained due to her absence from the September 22, 2021 meeting.

-PUBLIC HEARING-

None

-GUESTS-

North East Rotary Club re: Exercise Equipment Project at the North East Community Park
The North East Rotary Club, was scheduled as a guest for tonight's Board Meeting, but was unable to attend.

-APPOINTMENTS-

A motion to approve the appointment of Samantha Pugh, to the position of Director of Finance was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all.

Town Board Approved Minutes October 27, 2021

A motion to approve the appointment of Richard Gregg, to the position of Maintenance Supervisor was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

-RE-APPOINTMENTS-

Commissioner Mitchell made a motion to re-appoint Pegianne Hardin, 20 Mallory Way, North East, to the Board of Appeals for a one year term. Commissioner Benson seconded the motion and the motion was approved by all.

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Kline

Mayor Kline reported he attended Retired Chief Darrell Hamilton's Retirement Party on Saturday, September 25, 2021 at the North East Fire Company, 210 Mauldin Avenue.

Mayor Kline reported he attended a meeting on Monday, September 27, 2021 with ENERWA.

Mayor Kline reported he along with the Town Administrator and the Assistant Town Administrator interviewed a candidate for the Director of Finance position.

Mayor Kline reported he attended a meeting on Wednesday, September 29, 2021 with the Christmas Parade Committee.

Mayor Kline reported he attended the Grand Opening for Alo Yoga and BELLA+CANVAS on Friday, October 1, 2021 along Commissioner Mitchell and town staff.

Mayor Kline reported he attended the Cecil Cares Day Event on Saturday, October 2, 2021 at the North East Community Park.

Mayor Kline reported he attended the Former Heron Cove/New Town of North East Park on Monday, October 4, 2021.

Mayor Kline reported he administered the Oath of Office to the members of the Board of Supervisor of Elections on Tuesday, October 12, 2021.

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

Commissioner Bernard-Dutton

Commissioner Bernard-Dutton reported she attended Retired Chief Darrell Hamilton's Retirement Party on Saturday, September 25, 2021 at the North East Fire Company, 210 Mauldin Avenue.

Commissioner Bernard-Dutton reported she attended the Maryland Municipal League Fall Conference on Sunday, October 10th thru October 12th, 2021 at the Turf Valley Resort, 2700 Turf Valley Road, Ellicott City.

Commissioner Crothers-Moore

None

Commissioner Mitchell

Commissioner Mitchell reported he attended Retired Chief Darrell Hamilton's Retirement Party on Saturday, September 25, 2021 at the North East Fire Company, 210 Mauldin Avenue.

Commissioner Benson

Commissioner Benson reported he attended the Former Heron Cove/New Town of North East Park on Monday, October 4, 2021.

Commissioner Benson reported he attended the Maryland Municipal League Fall Conference on Monday, October 11th, 2021 at the Turf Valley Resort, 2700 Turf Valley Road, Ellicott City.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meeting since the September 22, 2021 Town Board Meeting:

- Retired Police Chief Darrell Hamilton's Retirement Party on Saturday, September 25, 2021 at the North East Fire Company, 210 Mauldin Avenue.
- Participated in an interview for the Director of Finance position, with a follow up meeting
- Department Head
- Bi-Weekly meeting with the Auditors, CliftonLarsenAllen LLP

- Participated in several interviews for the Circuit Rider position along with the Director of Planning, Betsy Vennell and the Town of Charlestown.
- Economic and Development Commission

Assistant Town Administrator, Robb Carey

Mr. Carey reported he attended the following meetings since the September 22, 2021 Town Meeting:

- North East River Dredging Project
- Grand Opening for Alo Yoga and BELLA+CANVAS on Friday, October 1, 2021
- Former Heron Cove/New Town of North East Park on Monday, October 4, 2021.
- Economic and Development Commission
- Town Hall Staff meeting

Mr. Carey reported there was a Department Head meeting on Tuesday, October 5, 2021. Mr. Carey advised the Board, there will be training for the new employee performance evaluation process along with the necessary forms. This training will continue at the next Department Head meeting on Tuesday, October 19, 2021, with a goal to have the first employee evaluation completed by February 1, 2022. Mr. Carey stated, these evaluations are an opportunity to assess the employee's progress, praise their accomplishments, and collaborate on goals to improve performances and help achieve the town's objectives.

Mr. Carey gave an update to the Board on the installation of the two televisions that were recently purchased for the meeting room. These will be used not only for virtual meetings but presentations which will inform, educate, motivate and persuade internal and external audiences. Mr. Carey advised the Board, the previous television that was located in the meeting room has now been relocated in the lobby, this will display rolling material and content to promote the events within the town.

Mr. Carey reported he conducted the new employee orientations for the Director of Finance, Samantha Pugh and the Maintenance Supervisor, Richard Gregg, on Monday, October 11, 2021. Mr. Carey advised, both individuals were highly recommended and will be an asset to the town.

Mr. Carey reported to the Board, Patrolman First Class, Christopher Jones resigned from his position at the North East Police Department to pursue a career at the Maryland State Police (MSP). Mr. Carey told the Board, the town is actively sourcing for future police officers, following this protocol, the town now has two very strong candidates scheduled for interviews in the next week, after the completion of their background check.

Mr. Carey reported to the Board, Finance Associate II, Tina Holmes resigned from her position for personal reasons and personal welfare with her last day being Friday, October 22, 2021. Mr. Carey stated there are still several job openings listed on the town's website for:

- Patrol Officer
- Finance Specialist II
- Crossing Guard II (backup or a substitute)

Mr. Carey reminded the Board, there will be an Employee Luncheon on Thursday, October 21, 2021 at 12:00 pm to celebrate employee milestones and birthdays, all are welcome.

-UNFINISHED BUSINESS-

Mrs. Cook-MacKenzie advised the Board, there will be a modified document in the very near future, for an amendment to the personnel policy based on the changes to the performance evaluations. The prior evaluations, were scheduled for once a year.

-NEW BUSINESS-

None

-MISCELLANEOUS-

Commissioner Mitchell express how beautiful the landscaping looks throughout the town. Mrs. Cook-MacKenzie advised the Board she has been getting a lot of compliments from the businesses throughout the town and residences.

-APPROPRIATIONS-

Requisition R2-00178 to Hertrich Fleet Services, \$40,257.00

A motion to approve the Requisition R2-00178, Hertrich Fleet Services in the amount of \$40,257.00 for the North East Police Department (SUV) was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

Requisition R2-00179 to Hertrich Fleet Services, \$40,257.00

A motion to approve the Requisition R2-00179, Hertrich Fleet Services in the amount of \$40,257.00 for the North East Police Department (SUV) was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

Requisition R2-00180 to Hertrich Fleet Services, \$45,733.00

A motion to approve the Requisition R2-00180, Hertrich Fleet Services in the amount of \$45,733.00 for the North East Police Department (F-150) was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

-BUSINESS FROM THE FLOOR-

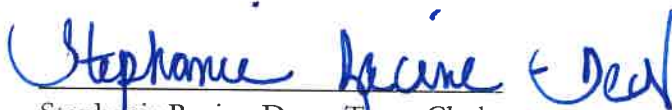
None

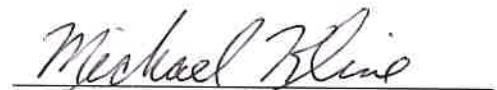
-ADJOURNMENT-

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 7:35 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor