

MAYOR AND COMMISSIONERS

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

October 27, 2021

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

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the October 13, 2021 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

A motion to approve the minutes for the ARPA Workshop, as presented, was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

-PUBLIC HEARING-

None

-APPOINTMENTS-

None

-GUESTS-

None

-PUBLIC COMMENT-

None

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-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Kline

Mayor Kline reported he attended the Annual Halloween Party, sponsored by the Town of North East and the North East Chamber on Saturday, October 23, 2021 at the North East Community Park.

Mayor Kline reported he attended a meeting along with town staff, Commissioner Benson and Hud and Karen Benson regarding the New Wildlife Preserve area formerly known as Heron Cove. Mayor Kline advised the Board, there will be a vision statement voted on at the next town board meeting on Wednesday, November 10, 2021.

Mayor Kline reported he attended a meeting with Sharon Pelham, Aberdeen Proving Ground Federal Credit Union (APGFCU) on Tuesday, October 26, 2021 regarding programs that are being offered by the credit union.

Commissioner Mitchell

Commissioner Mitchell reported he attended the Maryland 5 Star at Fair Hill on Friday, October 15, 2021.

Commissioner Benson

Commissioner Benson reported he attended a meeting with Assistant Town Administrator, Robb Carey regarding information he obtained during the attendance at the Maryland Municipal League Fall Conference at the Turf Valley Resort, Ellicott City, Maryland.

Commissioner Benson reported he attended a meeting on Monday, October 25, 2021 regarding the New Wildlife Preserve area formerly known as Heron Cove.

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the October 13, 2021 Town Meeting:

- Vanguard, towns cleaning service on Saturday, October 16, 2021
- Department Head, Tuesday, October 19, 2021
- Several meetings with the Auditors, CliftonLarsenAllen LLP
- Employee luncheon

Mrs. Cook-MacKenzie reported she attended a meeting with the Director of Planning, Betsy Vennell and Entech Engineer, Steve Riley regarding Ridgely Forest emergency access easement.

Mrs. Cook-MacKenzie reported she attended the Annual Halloween Party, sponsored by the Town of North East and the North East Chamber on Saturday, October 23, 2021 at the North East Community Park.

Mrs. Cook-MacKenzie reported she attended a meeting on Monday, October 25, 2021 regarding the New Wildlife Preserve area, previously known as Heron Cove.

Assistant Town Administrator

Mr. Carey reported he attended the following meetings since the October 13, 2021 Town Meeting:

Mr. Carey reported he attended a Virtual Meeting with the Maryland Municipal League Town leaders regarding the COVID-19 and the direction the pandemic is headed.

Mr. Carey reported he attended the Maryland 5 Star at Fair Hill on Friday, October 15, 2021.

Mr. Carey reported he attended a meeting on Monday, October 25, 2021 regarding the New Wildlife Preserve area, previously known as Heron Cove.

Mr. Carey reported he attended a meeting with Commissioner Benson, regarding information he obtained during his attendance at the Maryland Municipal League Fall Conference at the Turf Valley Resort, Ellicott City, Maryland.

Mr. Carey reported he attended a Department Head meeting along with the staff luncheon on Thursday, October 21, 2021.

Mr. Carey reported he attended the Cecil/Harford Chapter of the Maryland Municipal League Quarterly Meeting which was held on Thursday, October 21, 2021 at the Vandiver Inn, 301 South Union Avenue, Havre de Grace, Maryland.

Mr. Carey reported he attended and conducted a meeting with a brokerage firm, Weiner Associates regarding the town's deferred income plan and quotes for the employee benefits.

Mr. Carey reported he conducted a succession meeting with Lieutenant, Stephan Yates regarding the management of the North East Police Department and how to maintain public safety for the town's residence.

Mr. Carey reported he along with Chief of Police Jim Just and Lieutenant, Stephan Yates conducted several interviews with two possible candidates for the North East police Department, Wednesday, October 27, 2021.

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Director of Finance

Mayor Kline introduced Ms. Samantha Pugh as the new Director of Finance. Ms. Pugh reported, she is in the processing of training for accounts payable, payroll and accounts receivable and advised the Board she will live up to the town's expectations and appreciates the opportunity to be employed at the Town of North East.

Director of Planning and Zoning

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

Mrs. Vennell reported candidates have been interviewed since the September 22, 2021 board meeting for the part-time position, Maryland Town Manager Circuit Rider Program. One candidate was considered and offered the position but they declined to take the offer due to no benefits. Mrs. Vennell advised the Board, there are three candidates scheduled for interviews on Thursday, October 28, 2021.

Maintenance Department

Mr. Gregg entered into the record a partial October 2021 Monthly Report for the Town of North East Maintenance Department.

Police Department

Police Chief Just entered into the record the September 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.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Public Works Agreement Extension Request – Nisheeth Patel – HUM II LLC – 394 Baron Road, North East.

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension Request for Nisheeth Patel, 394 Baron Road, North East.

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

Integrity Aquatic – Revised Fee Proposal for Irishtown Tank Cleaning

Mrs. Cook-MacKenzie presented a revised fee proposal from Integrity Aquatic LLC, 5474 Ridge Road, Cortland, Ohio for the Irishtown Tank Cleaning.

A motion to approve the Revised Fee Proposal for Irishtown Tank Cleaning with recommendation of the Town Administrator and Planning and Zoning Office was made by Commissioner Mitchell seconded by Commissioner Crothers-Moore and approved by all.

-MISCELLANEOUS-

Mayor Kline reminded the Board, to R.S.V.P. to the town clerk who are interested in attending the 5th Annual Cecil County First Responders Appreciation Dinner on Friday, November 19, 2021 at the Minker Banquet Hall, Perryville, Maryland.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

Mr. James Ayers & Mrs. Nancy Ayers, 78 Colonial Circle, North East addressed the Board regarding their September 2021 water bill and their increase of usage and the amount. Comparing the previous quarterly bills for the past year, the customer have been paying a minimum amount with less usage. Mrs. Ayers did forward a letter in detail to the Town Clerk via email which was forwarded to the Town Administrator, Melissa Cook-MacKenzie. After discussion with the town staff and reviewing the information, the approach will be to obtain detailed records of the account and review the findings and meet with Mrs. Ayers. Mrs. Cook-MacKenzie advised the Board, she extended the due date from October 31, 2021 to November 30, 2021 because this approach will take past the date of the water bill.

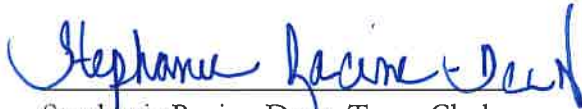
After discussion the Board agreed for the town staff to move forward with their approach and meet with the customers to review and discuss the findings.


-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 8:15 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor