

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

December 8, 2021

The Town Meeting was called to order by Mayor Kline at 7:00 P.M. Present were Commissioners Kelly Benson, Hilary Crothers-Moore, Catherine Bernard-Dutton and Raymond Mitchell. Also present were 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-

Assistant Town Administrator, Mr. Robb Carey introduced Master Patrol Officer, Michael Long, as the newest member to the North East Police Department. Master Patrol Officer, Long is not only beneficial to serving the town, he also holds outstanding credentials.

Mayor Kline administered the Oath of Office to Master Patrol Officer, Michael Long he was appointed to the Town of North East Police Department on December 8, 2021.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the November 22, 2021 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

-PUBLIC HEARING-

None

-GUESTS-

None

-APPOINTMENTS-

None

Town Board Approved Minutes December 22, 2021

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

Resolution 2021-12-02 re: Re-establish the speed limit for Gateway Drive, formally known as a portion of Nazarene Camp Road

Mrs. Cook Mac-Kenzie presented to the Board Resolution 2021-12-01. Article 5. Violation to Exceed Posted Speeds of the North East Code states, "The speed limit shall be such as may approved by Resolution of the Board from time to time. In the event there is no other Resolution by the Board with respect to any street or section of the street, the speed limit shall be fifteen miles per hour.

A motion to approve Resolution 2021-12-02, Re-establish the speed limit for Gateway Drive, formally known as a portion of Nazarene Camp Road was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-REPORTS-

Mayor Kline

Mayor Kline reported he attended the Annual Tree Lighting on Friday, November 26, 2021.

Mayor Kline reported he attended the Christmas Parade meeting on Tuesday, November 30, 2021 and the Cecil County Christmas Parade on Saturday, December 4, 2021.

Mayor Kline reported he attended a virtual meeting on Monday, December 6, 2021 regarding the Federal Funded Earmark Information Session hosted by U.S. Senator, Ben Cardin office.

Mayor Kline reported he attended several meetings with the Town Administrator and the Assistant Town Administrator regarding several items.

Mayor Kline reported he had the pleasure to meet with third graders of the North East Elementary School and the sixth graders of the North East Middle school on Wednesday, December 8, 2021

Commissioner Bernard-Dutton

Commissioner Bernard-Dutton reported she attended the Annual Tree Lighting on Friday, November 26, 2021.

Commissioner Bernard-Dutton reported she attended the Cecil County Christmas Parade on Saturday, December 4, 2021 and expressed how she enjoyed volunteering for the event.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Cecil County Christmas Parade on Saturday, December 4, 2021 and what a pleasure it was to attend this special event.

Commissioner Mitchell

Commissioner Mitchell reported he attended the Annual Tree Lighting on Friday, November 26, 2021 and the Cecil County Christmas Parade on Saturday, December 4, 2021 and what a great time both events were.

Commissioner Benson

Commissioner Benson reported he attended the Annual Tree Lighting on Friday, November 26, 2021 and the Cecil County Christmas Parade on Saturday, December 4, 2021, and expressed how wonderful both events were.

Town Administrator, Melissa B. Cook-MacKenzie

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

Mrs. Cook-MacKenzie reported she had a meeting with Tourism Coordinator, Sandy Turner along with Commissioner Benson regarding "Winter Lights - Cecil Nights".

Mrs. Cook-MacKenzie reported she has been meeting daily with the Assistant Town Administered regarding several items.

Mrs. Cook-MacKenzie reported she attended the Annual Tree Lighting on Friday, November 26, 2021 and thanked the town staff for all their efforts in making this event a success.

Mrs. Cook-MacKenzie reported she attended a conference meeting with the town's auditors CliftonLarsenAllen LLP, Howard Bank and the merging bank, F.N.B. Corporation regarding collateralization and additional services they can offer the town.

Mrs. Cook-MacKenzie reported she attended the Christmas Parade meeting on Tuesday, November 30, 2021 and the Cecil County Christmas Parade on Saturday, December 4, 2021. Mrs. Cook-MacKenzie wanted to thank the town staff and the volunteers who participated in making this event a success.

Assistant Town Administrator, Robb Carey

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

Mr. Carey reported the Christmas Luncheon will be held on Tuesday, December 21, 2021 starting at 12:00 pm., please R.S.V.P. to the Town Clerk if you will be attending.

Mr. Carey reported on Wednesday, December 1, 2021, Master Patrol Officer, Michael Long completed his employee orientation on Wednesday, December 1, 2021. It was agreed, prior of his orientation, Mr. Long was highly qualified due to his experience and training as a police officer and the town is honored to have him start his career as Master Patrol Officer for the North East Police Department.

Mr. Carey reported he attended a Department Head meeting on Tuesday, December 7, 2021. The primary topic of the meeting, to answer any questions regarding the instructions of the new Employee Evaluations and the necessary forms, this will start January 2022.

Mr. Carey reported the town will be moving forward without two former employees, Maintenance II, Lou Roark who resigned from the Maintenance Department on Wednesday, November 30, 2021. Director of Finance, Samantha Pugh has been separated from employment on Friday, December 3, 2021, this process was initiated during her initial probation period. Mr. Carey advised the town is moving forward, with a part time and prior employee, Tina Holmes, with the exception of reviewing and restructuring the needs for the town's future of these two positions.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

None

-MISCELLANEOUS-

Mayor Kline advised the Board, he received a request from Erica Fielder, LCSW-C, and Trafficking Regional Navigator for the Cecil County Child Advocacy Center to participate in the Red Sand Project. Mayor Kline advised the Board, the town along with several merchants did participate in this project last year. The approach is symbolic in that the grains of sand represent the individual survivors who have fallen through the cracks, whether it be the cracks of the social, economic or political system. After discussion, it was agreed by the Board for the town to participate in the Red Sand Project.

Mayor Kline reminded the Board, the Residential Decorating Contest will be held on Thursday, December 16, 2021 at 6:00 pm. The judges this year will be Commissioner Crothers-Moore, Commissioner Mitchell and Town Clerk Stephanie Racine-Dean. Chief Just will be driving the judges to various areas that are located in the corporate limit of the town for judging.

Mrs. Cook MacKenzie addressed the Board, at the request of Mayor Kline, there are several personnel matters that need to be addressed.

After discussion, it was agreed by the Mayor and Commissioners on Wednesday, December 29, 2021 at 6:00 pm at 106 South Main Street, North East Town Hall Meeting Room will hold a Closed Session for the purpose of meeting on accordance of the Maryland Annotated Code-General Provisions Code:

Section 3-305:

- Subsection B1(i)
- Subsection B10
- Subsection B15(i)
- Subsection B15 (ii)

-APPROPRIATIONS-

Town of North East Christmas Bonus

Mrs. Cook-MacKenzie presented to the Board the 2021 Christmas bonuses are in accordance with the personnel manual. Commissioner Mitchell made a motion to approve the 2021 Christmas bonuses. Commissioner Bernard-Dutton seconded the motion and the motion was approved by all.

-BUSINESS FROM THE FLOOR-

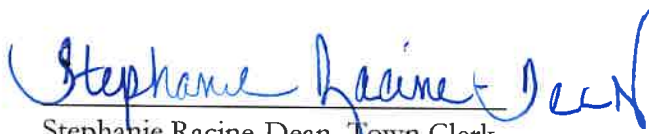
None

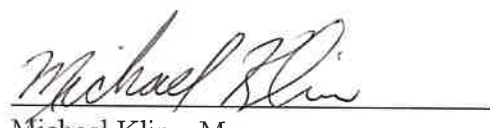
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Bernard-Dutton, seconded by Commissioner Mitchell and approved by all. The meeting adjourned at 7:45 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor

Town Board Approved Minutes December 22, 2021