

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

January 12, 2022

The Town Meeting was called to order by Mayor Kline at 7:00 P.M. Present were Commissioners Kelly Benson and Raymond Mitchell. Also present were Lieutenant Stephen Yates, Maintenance Supervisor Richard Gregg, Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator Robb Carey and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Commissioner Hilary Crothers-Moore and Commissioner Bernard-Dutton.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

The minutes for the December 22, 2021 meeting, were not approved due to the lack of quorum which would be determined by the Commissioners that were in attendance at the last board meeting.

-PUBLIC HEARING-

None

-APPOINTMENTS-

None

-GUESTS-

Mrs. Sandy Turner, Cecil County Tourism Coordinator

Mrs. Sandy Turner presented an award to the Mayor and Commissioners, who is in partnership with the Cecil County Tourism, the Best Event Award for Winter Nights-Cecil Lights 2021. Mrs. Turner thanked the Board for their continuous support for the upcoming, Winter Lights-Cecil Lights 2022, which supports the small businesses throughout the town.

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Kline

Mayor Kline reported he attended the Executive Session meeting on Thursday, January 6, 2022 at the North East Town Hall.

Mayor Kline reported he attended a meeting with the County Attorney, Lawrence Scott and Cecil County Director of Economics Development, Steven Overbay along with Assistant Town Administrator, Robb Carey.

Mayor Kline reported he attended several meetings with the Town Administrator, Melissa Cook-MacKenzie and Assistant Town Administrator, Robb Carey.

Commissioner Mitchell

None

Commissioner Benson

Commissioner Benson reported he attended the Executive Session meeting on Thursday, January 6, 2022 at the North East Town Hall.

Town Administrator, Melissa Cook-MacKenzie

Ms. Cook-MacKenzie reported she attended the following meetings since the December 22, 2021 Town Board Meeting:

Mrs. Cook-MacKenzie reported as the Election Clerk for the Board of Supervisors of Elections, Monday, January 10, 2022 was the closing of nomination. Commissioner Hilary Crothers-Moore and Commissioner Raymond Mitchell filed for re-election, this will be a non-contested election which will be held on, Monday, February 14, 2022 from 7:00 A.M. through 7:00 P.M. Mrs. Cook-MacKenzie advised the Board, Ulysses Demond IV resigned from the Board of Supervisors of Elections, due to health reasons.

Additional meetings that were attended:

- Department Head meeting on Tuesday, January 11, 2021 regarding Capitol Projects that are within their budget.
- Mrs. Sandy Turner, Cecil County Tourism Coordinator regarding Winter Lights-Cecil Lights
- Executive Session meeting on Thursday, January 6, 2022 at the North East Town Hall.
- Howard Bank regarding the merger with First National Bank (F.N.B.) Corp. that will take place the first week of February 2022.

Assistant Town Administrator, Robb Carey

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

Mr. Carey reported on Monday, January 10, 2022, Patrol Officer, Sean F. Rickey completed his employee orientation and is now training with the North East Police Department.

Mr. Carey reported he attended a meeting with the County Attorney, Lawrence Scott and Cecil County Director of Economics Development, Steven Overbay along with Mayor Kline regarding new school projects.

Additional meetings that were attended:

- Several Department Head meetings
- Elected Leaders meeting regarding COVID-19 updates
- Department of Homeland Security meeting regarding Cyber Hygiene and Cyber Security for the town and municipalities benefits
- One on One Performance Evaluation training with Department Heads of Planning and Zoning and the Water Department
- One on One Performance Evaluation training with Lieutenant Yates and Sergeant Hickey at the North East Police Station
- North East Chamber Board meeting

-UNFINISHED BUSINESS-

South Main Street Solution to Parking

Mayor Kline gave an update regarding Michael Benjamin who was a guest at the last town board meeting regarding a solution to the parking for local businesses on South Main Street. Mayor Kline advised the Board, Director of Planning, Betsy Vennell did reach out to the Maryland State Highway Administration (SHA) as did Lieutenant Yates regarding suggestions for signage. Mayor Kline read the response into the record from Richard Baker, Assistant District Engineer, Maryland Department of Transportation (MDOT). Mr. Baker advised, his office would start the process regarding, limited parking during business hours but requested a formal letter from the town. Once this document is received, he will forward the request to

the Director of Traffic and Safety. After discussion, it was agreed, Mrs. Cook-MacKenzie will contact Richard Baker directly and explain the town signage has been operating under a pre-existing terms for many years.

American Rescue Plan Act (ARPA) also called the COVID-19 Stimulus Package or American Rescue

Mrs. Cook-MacKenzie advised the Board, there was a final ruling that was issued on January 6, 2022 regarding the funding and how the expenditures can be issued and the reporting requirements. Previously the package was created to speed up the country's recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession. Mrs. Cook-MacKenzie attended a webinar on Wednesday, January 12, 2022, American Rescue Plan Act Funds, Question & Answer Session. One thing the committee repeated consistently and constantly, they will issue no preapprovals or requests that was previously submitted in the bill, March 2021. Mrs. Cook-MacKenzie advised the Board, the webinar today, allowed questions and answers and they will continue to respond during the process of the first report which is due by April 2022.

-NEW BUSINESS-

Lower Susquehanna Heritage Greenway Trail

Mrs. Cook-MacKenzie wanted to give an update regarding the Lower Susquehanna Heritage Greenway Trail and the input she received from Sandy Turner, Cecil County Tourism Coordinator. Mrs. Cook-MacKenzie advised the Board, the Town of North East is not included from the legislative standpoint and the standpoint for advertising. Mrs. Turner asked the Board if the town would be interested in pursuing the option to be eligible to be included in the Lower Susquehanna Heritage Greenway Trail.

After discussion, it was agreed, the town would be comfortable to have a meeting to see what would be involved on having the town to be included.

Emergency Response Protocol Security Company (ERP)

A motion to approve the Emergency Response Protocol Security System for the Town of North East with recommendation from the Assistant Town Administrator and payment on invoice in the amount \$152,038.77 was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

Comprehensive Wage/Comparison Ratio Study

A motion to adopt and implement the Comprehensive Wage/Comparison Ratio Study, completed and recommended by the Assistant Town Administrator and adjust wages to insure none are below the minimum comparable level was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

Personnel Matter

Chief James Just submitted his resignation effective, Monday, January 31, 2022 and it was recommended it be accepted by his request.

A motion to approve the Resignation from Chief James Just effective Monday, January 31, 2022 was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

-MISCELLANEOUS-

Commissioner Benson requested his approval of minutes for Wednesday, December 22, 2022 be held for approval until the next meeting on Wednesday, January 26, 2022, due to, he was not at the meeting on Wednesday, December 22, 2021.

Mr. Carey reminder the Board, Coffee Day will be held on Wednesday, January 19, 2022 starting at 9:00 A.M.

Mr. Carey advised the next luncheon for the Milestones and Birthdays, will be held on Thursday, February 3, 2022 at 12:00 P.M. Mayor Kline suggested to the town staff a new event that he participated in while working at DuPont, a Chili Cook-Off. Mr. Carey invited the Board to please join the town staff to cook up, "Your Best Batch" for tasting and sharing.

Lieutenant Stephen Yates advised the Board, Chief James Just last day will be January 31, 2022, they will be having a retirement walk-out at the North East Police Department at 12:00P.M.

-APPROPRIATIONS-

A motion to approve Requisition R2-00868 to Bayshore Ford Truck Sales Inc. in the amount of \$103,491.00 for 2021 Ford F-650 was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

-BUSINESS FROM THE FLOOR-

None

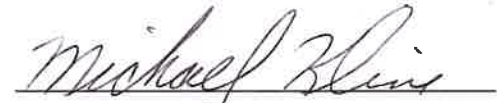
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Benson and approved by all. The meeting adjourned at 7:39 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor