

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

January 26, 2022

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

A moment of silence was observed.

-OATH OF OFFICE-

Sean F. Rickey, Patrol Officer, Town of North East

Mayor Kline swore in Sean F. Rickey, Patrol Officer for the Town of North East.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the December 22, 2021 meeting, as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all. Commissioners Bernard-Dutton and Commissioner Benson abstained from voting because they were not present at the December 22, 2021 meeting.

A motion to approve the minutes of the January 6, 2022 executive session meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the minutes of the January 12, 2022 meeting, as presented, was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all. Commissioners Crothers-Moore and Bernard-Dutton abstained because they were not present at the January 12, 2022 meeting.

-PUBLIC HEARING-

None

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-GUESTS-

None

-APPOINTMENTS-

Board of Appeals-Appointment for Chairman and Vice-Chairman

A motion to appoint Sonny Tenney, 114 Howard Street, as the Chairman to the Board of Appeals for 2022 and to appoint S.J. Anderson, 199 Mahogany Drive, as Vice-Chairman for 2022 to the North East Board of Appeals was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Planning Commission-Appointment for Chairman and Vice-Chairman

A motion to re-appoint Mark Dobbins, 151 North East Isles Drive, as the Chairman to the North East Planning Commission for 2022 and to appoint Judy Duffy, 108 Wallace Avenue, as Vice Chairman to the as Vice-Chairman of the North East Planning Commission for 2022 was made by Commissioner Benson, seconded by Commissioner Mitchell and 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 the following meetings:

- Project Prioritization Meeting
- Scott Petry, Wetland Solutions; Troy Anderson, Ecosystem Investment Partners; Bill Kilby, Cecil Land Trust concerning possible Town MS-4 projects.
- Candidate interview for the Director of Finance position
- State of the County Address - virtual

- Webinar on the State and Local federal relief funds-final rule overview
- Coffee Day

Catherine Bernard-Dutton

None.

Commissioner Crothers-Moore

None

Commissioner Benson

Commissioner Benson reported he attended Coffee Day.

Commissioner Mitchell

None.

Town Administrator, Melissa B. Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings:

- Project prioritization meeting with Circuit Rider and the Director of Planning
- St. Mary Anne's Garden Market meeting with Stephanie Dean.
- Department Head meeting
- Project Prioritization meeting
- Attended four interviews for the Finance Assoc. II position
- Attended one meeting for the Director of Finance position

Ms. Cook-MacKenzie reported that the Town has received a resignation from Mr. Grant Demond, who served with the Election Board, who resigned due to his health. Mrs. Ruth Gonce submitted her resignation from the Election board because she has moved out of town's corporate limit. Mr. Michael Nair resigned from the Planning Commission. Mrs. Cook-MacKenzie reported that all three were sent letters to thank them for their service to the Town.

Ms. Cook-MacKenzie reported that she will be working with the Maintenance Supervisor concerning the installation of a request for a two hour parking sign on South Main Street, as requested at the December Town Board meeting.

Mrs. Cook-MacKenzie reported that she met with and Ron Carter, Water Plant Superintendent and Entech Engineering last week concerning the 30% design of the Finished

Water Pump Station. The project is moving forward nicely, however, they are concerned about the availability of the equipment, and are looking into whether they should pre-purchase some of the equipment. Ms. Cook-MacKenzie reported the Town could use ARPA money for this project.

Assistant Town Administrator

Mr. Carey reported he attended the following:

- Winter Lights Meeting
- Audio-Technician meetings for the operation of the audio devices at the Town Hall
- Project Prioritization Meeting
- North East Stream Restoration Meeting
- Virtual meeting: Society for Human Resources on Supreme Court implications, OSHA rulings and other decisions coming down the pipeline, which may or may not affect the Town.
- Scheduled and attended various employee candidate interviews
- Department Head meeting: Introduction to training on the performance improvement plans and how they can be utilized
- Coffee Day, reporting a special thanks to Stephanie Dean for mastering this project.

Mr. Carey reported that a Chili Cook-Off luncheon will be conducted February 3, 2022, and invited the Mayor and the North East Town Board to attend.

Director of Planning

Ms. Betsy Vennell entered the December 2021 Planning report into the record. Noteworthy, there were fifteen new homes in Ridgely Forest which received an occupancy permit in December, in time for Christmas. Mrs. Vennell also reported:

North East Comprehensive Plan -Transportation Plan: The Transportation plan will be beginning the review with WILMAPCO. Workshops will most likely be conducted during the day with both in person and virtual meetings. Additional people on the review committee are needed. Commissioner Benson reported he would like to be on this committee.

North East Preserve: The RFP "Request for Proposal" to hire a consultant for the concept North East Preserve is nearly complete. The group will meet to review the RFP within two weeks.

Mayor Kline reminded the Town Board that that there are vacancies on the Planning Commission, Board of Appeals and Election Board and encouraged the Board to reach out to those who may be interested.

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Maintenance Supervisor

Mr. Rich Gregg, Maintenance Supervisor, submitted his December 2021 monthly report and reported the following:

- The maintenance crew has been installing lights for “Winter Lights” and have been taking care of the wagon rides on the weekends, which have been well attended, with the exception of the bitter cold temperatures which recently occurred.
- Snow plowing last week
- Meetings with Sandy Turner, Tourism regarding the Winter Lights, at least two times per week.
- Performing weekly maintenance of the North East Community Park docks “bubble machines”.
- The new truck has been ordered and they are awaiting for it to be finished
- Getting ready for impending snow storm this weekend.

Mayor Kline reported that the Town of North East has been sent an invitation from the Town of Cecilton to attend their Winter Nights/Cecil Lights. They will also have “Life on the Chesapeake” exhibit.

Police Chief

North East Police Chief, Jim Just gave the Crime and Traffic Breakdown for December 2021 and reported he attended the following meetings:

- Christmas parade
- Michelle Lloyd- Department of Emergency Services retirement
- Christmas Tree Lighting contest
- Police Chief Meeting
- Department Head meeting

Mayor Kline congratulated Chief Just on his upcoming retirement and thanked him for 33 years of service.

Water Plant Superintendent

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

Mr. Carter indicated that there are still some supply chain delays with the remote readers getting low, however, the direct read meters could still be utilized. Mr. Carter reported that they are still getting chemicals, and his supplier indicates that he will be able to get thru with what they have.

-UNFINISHED BUSINESS-

None.

-NEW BUSINESS-

Town Administrator

Ms. Cook-MacKenzie reported that during the Project Prioritization meeting, there were two items on the list scheduled for review, the Town Charter and the Code of Ordinance of the Town of North East. Ms. Cook MacKenzie reported that the committees are most successful when a few chapters at a time are reviewed. Ms. MacKenzie recommended that this procedure be done with these two documents. The Board discussed setting aside one board meeting per month to first review the Charter, then the Code of Ordinances. The Board decided on Thursday, February 10, 2022 for the first meeting at 7:00 p.m. Ms. Cook-MacKenzie reported that she believed that each workshop could be kept to about 1 ½ hours. Ms. Cook-MacKenzie will forward information from the Annotated Code which outlines Powers of the Board. The Board has previously received both the Charter and Code, which are also available on the Town's website. Ms. Cook-MacKenzie reported that she will also send them out electronically, along with an assignment of what chapters to review prior to the meeting, requesting that the Board review them before the meeting and be prepared to give recommended changes, questions, modifications, comments the night of the meeting.

-MISCELLANEOUS-

None.

-APPROPRIATIONS-

None.

-BUSINESS FROM THE FLOOR-

None.

-ADJOURNMENT-

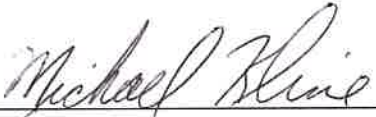
With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all. The meeting adjourned at 7:44 p.m.

Respectfully submitted,

ATTEST:



Betsy Vennell, Director of Planning



Michael Kline, Mayor