

**MAYOR AND COMMISSIONERS**

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

**February 23, 2022**

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

A moment of silence was observed.

**-OATH OF OFFICE-**

Mayor Kline administered the Oath of Office to Police Chief Stephen Yates.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the February 9, 2022 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

**-PUBLIC HEARING-**

Mr. Skip Miller, 403 Merrey Street North East wished to recognize Marshall Lloyd Purner, 20 Church Point Road who recently passed away on Tuesday, February 22, 2022. Mr. Purner enlisted in the U.S. Army and worked for several Maryland Police Departments, making his residence in the Town of North East.

**-APPOINTMENTS-**

None

**-GUESTS-**

None

**-PUBLIC COMMENT-**

None

Town Board Approved Minutes March 9, 2022

**~~-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-~~**

None

**~~-ADOPTION OF RESOLUTIONS AND ORDINANCES-~~**

None

**~~-REPORTS-~~**

Mayor Kline

Mayor Kline reported he attended the Town of North East Charter Workshop on Thursday, February 10, 2022.

Mayor Kline reported he attended the Cecil County Board meeting on Tuesday, February 22, 2022 to Honor Corporal Annette Goodyear where she received a Citation Award from the Board and a Congressional Award from Congressman Andy Harris.

Mayor Kline reported he attended a meeting on Thursday, February 17, 2022 with Delmarva Power, Jeffrey Emmons Sr., External Affairs Specialist along with the Town Administrator, Melissa Cook-MacKenzie.

Mayor Kline reported he attended a meeting on Thursday, February 17, 2022 with the Salute to Cecil County Veterans Board Members to discuss this year's event on Sunday, July 3, 2022.

Mayor Kline reported he attended the Winter Lights-Cecil Lights Sponsor event on Friday, February 18, 2022.

Mayor Kline reported he attended an organization meeting on Wednesday, February 23, 2022 with the Town Administrator, Melissa Cook-MacKenzie, Assistant Town Administrator, Robb Carey and Chief Yates.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Town of North East Charter Workshop on Thursday, February 10, 2022.

Commissioner Mitchell

Commissioner Mitchell reported he attended the Town of North East Charter Workshop on Thursday, February 10, 2022.

Commissioner Benson

Commissioner Benson reported he attended the Town of North East Charter Workshop on Thursday, February 10, 2022.

Town Administrator

Mrs. Cook-MacKenzie reported she along with the Board of Supervisors of Elections, would like to enter into the record, a copy of the Official Ballot results of the February 14, 2022 town election to the Town Clerk, in accordance with Section 613, Vote Count of the Municipal Charter of the Town of North East.

Mrs. Cook-MacKenzie reported he attended the following meetings since the February 9, 2022 Town Board Meeting:

- Entech, Engineer, Steve Riley, Water Superintendent, Ron Carter and Allied Control Services (ACS) to discuss ACS's SCADA study and the next steps for the Town to move the project forward.
- North East Charter Workshop on Thursday, February 10, 2022.
- Community Development Block Grants (CDBG) along with the town's Circuit Rider, Julie Campagna regarding funding that was generated through Victoria Park
- Assisted Kimberly Davis, Election Clerk on February 14, 2022, Election Day
- Circuit Rider, Julie Campagna on several additional projects.
- Jody Shivery, Ecologically Sound Landscapes and Maintenance Supervisor, Rich Greg
- Training with Edmonds regarding the budget
- Cecil County Board meeting on Tuesday, February 22, 2022 to Honor Corporal Annette Goodyear
- Delmarva Power, Jeffrey Emmons Sr., External Affairs Specialist along with the Mayor Kline
- Salute to Cecil County Veterans Board Members to discuss this year's event on Sunday, July 3, 2022
- Winter Lights-Cecil Lights Sponsor event on Friday, February 18, 2022

Mrs. Cook-MacKenzie reported as of Tuesday, February 22, 2022, Finance Clerk, Tina Holmes has officially completed her service with the Town of North East. Mrs. Cook-MacKenzie advised the Board, Ms. Rachel Deaner from the Town of Bel Air will be assisting with the town's payroll and accounts payable starting Wednesday, March 2, 2022. Ms. Deaner has knowledge of the town's software which she works with at her municipality. Mrs. Cook-MacKenzie advised the Board, we are anxious for the new Director of Finance, Vonnie Stemen, who will be starting on Monday, February 28, 2022.

Mrs. Cook-MacKenzie reported she is also working with the town's cleaning service, Vanguard, and making suggestions for better cleaning service for all locations.

Mrs. Cook-MacKenzie reported she along with the Director of Planning, Betsy Vennell met with Solteze LLC, Consultant regarding the State issued Municipal Separate Storm Sewer System (MS4) Permit. Mrs. Cook-MacKenzie advised the Board, the Consultant will submit a plan of action, for the Board to review within a few weeks so this project can move forward.

Mrs. Cook-MacKenzie reported she attended an organization meeting on Wednesday, February 23, 2022 with Mayor Kline, Assistant Town Administrator, Robb Carey and Chief Yates.

Mrs. Cook-MacKenzie entered into the record the February 2022 Crime and Traffic Breakdown for the North East Police Department.

Assistant Town Administrator, Robb Carey

Mr. Carey reported he attended the following meetings since the February 9, 2022 Town Board Meeting:

Mr. Carey reported he attended the monthly town hall staff meeting on Tuesday, December 14, 2021.

- North East Charter Workshop on Thursday, February 10, 2022.
- Organization meeting on Wednesday, February 23, 2022 with Mayor Kline, Town Administrator, Melissa Cook-MacKenzie and Chief Yates.

Mr. Carey wanted to thank the town staff for their participation in handling the daily town functions while he was away on vacation. Mr. Carey advised the Board, the electronics in the town's lobby is now working for live streaming for all town events. Mr. Carey expressed how well the Maintenance Department did in repairing the drywall and painting after the installation of the electric.

Director of Planning and Zoning

Mrs. Vennell entered into the record the January 2022 Planning and Zoning Monthly report.

Maintenance Department

Mr. Gregg entered into the record the February 2022 Monthly Report for the Town of North East Maintenance Department.

Town Administrator

Mrs. Cook-MacKenzie entered into the record on behalf of the Chief of Police Stephen Yates the February 2022 Crime and Traffic Breakdown for the North East Police Department.

Water Superintendent, Ron Carter

Mr. Carter gave the January 2022 report for both the Rolling Mill and Leslie Water Treatment Plants.

Mayor Kline asked if the supply chain delays have affected the town's inventory for the ongoing construction of new homes. Mr. Carter advised he spoke with the supplier recently, and he was assured he is able to get an additional fifty four transmitters and there is no conflict of turning down any new meter installations.

**-UNFINISHED BUSINESS-**

None

**-NEW BUSINESS-**

Deed of Conveyance – North East Library, Mauldin Avenue, North East, Lot 6, Tax Map 31, Parcel 1314

Mrs. Cook-MacKenzie presented a Deed of Conveyance for North East Library, Mauldin Avenue, North East.

A motion to approve the Deed of Conveyance for North East Library, Mauldin Avenue, with the recommendation of the Town Administrator and Planning Office was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

Water Allocation Request Agreement Extension – Mr. Stanley Watson, Nazarene Camp Road, North East, Lots 3 & 4 and 25 Leslie Road (Lot 1), North East, Tax Map 25, Parcel 0801, Three Equivalent Residential Units

Mrs. Cook-MacKenzie presented a Water Allocation Request Agreement Extension for Mr. Stanley Watson, Nazarene Camp Road, Lots 3 & 4 and 25 Leslie Road (Lot 1) North East, for three residential units.

A motion to approve the Water Allocation Request Agreement Extension for Three Equivalent Residential Units with the recommendation of the Town Administrator and Planning and Zoning Office was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Water Allocation Request Agreement Extension – North East Commerce Center, II, LLC, St John Properties, Baltimore, Lot 5, Center Drive, North East, Tax Map 25, Parcel 42, Sixty Equivalent Residential Units

A motion to approve the Water Allocation Request Agreement Extension for Sixty Equivalent Residential Units with the recommendation of the Town Administrator and Planning and Zoning Office was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

Cecil County Salute to Cecil County Veterans Inc.

Mrs. Cook-MacKenzie presented to the Board the Special Events application for the Salute to Cecil County Veterans Inc., on Sunday, July 3, 2022 Event.

A motion to approve the Lease Agreement at the North East Community Park for the Salute to Cecil County Veterans Inc., on Sunday, July 3, 2022 was made by Commissioner Benson seconded by Commissioner Crothers-Moore and approved by all.

**-MISCELLANEOUS-**

Mayor Kline along with the Board, thanked the Town Clerk for all her support during the transition of the Finance Department.

**-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 Crothers-Moore and approved by all. The meeting adjourned at 7:48 p.m.

Respectfully submitted,

ATTEST:

  
Stephanie Racine-Dean, Town Clerk

  
Michael Kline, Mayor