

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

February 9, 2022

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

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the January 26, 2022 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

-PUBLIC HEARING-

None

-APPOINTMENTS-

A motion to appoint Martha Kline, 209 Thomas Avenue, North East, to the North East Board of Appeals for a three year term, expiring on October 8, 2024 was made by Commissioner Benson. The motion was seconded by Commissioner Mitchell and approved by all.

-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 a North East Preserve meeting on Monday, January 31, 2022 along with town staff and committee members.

Mayor Kline reported he attended several interviews along with the Town Administrator, Melissa Cook-MacKenzie and the Assistant Town Administrator, Robb Carey for the Director of Finance and Finance Associate II positions that are currently vacant.

Mayor Kline reported he administered the Oath of Office to Peg Hardin, North East Board of Appeals on Thursday, February, 3, 2022.

Mayor Kline reported he attended a press conference at the North East Police Department on Wednesday, February 9, 2022 and presented a proclamation to Corporal Goodyear for her heroism in putting herself in danger to save a young student from being hit by an oncoming vehicle.

Mayor Kline reported he attended Chief James Just retirement walk-out on Monday January 31, 2022 at the North East Police Department.

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

None

Commissioner Mitchell

Commissioner Mitchell reported he attended Chief James Just retirement walk-out on Monday January 31, 2022 at the North East Police Department.

Commissioner Benson

Commissioner Benson reported he attended a North East Preserve meeting on Monday, January 31, 2022 along with town staff and committee members.

Commissioner Benson reported he attended Chief James Just retirement walk-out on Monday January 31, 2022 at the North East Police Department.

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Town Administrator, Melissa Cook-MacKenzie

Ms. Cook-MacKenzie reported she attended the following meetings since the January 26, 2022 Town Board Meeting:

- Water Superintendent, Ron Carter and ENECH Engineer, Steve Riley regarding ongoing projects and the finishing of the water pump station
- Two North East Preserve meetings
- Grant Writer, Julie Campagna regarding criteria along with insurance requirements
- Assistant Town Administer and Maintenance Supervisor to go over Capitol list and projects
- Chief James Just retirement walk-out
- Department Head meeting on Tuesday, February 8, 2022
- Four interviews, Director of Finance and Finance Associate II
- Chili Cook-Off luncheon
- North East Economic Development Commission (EDC)
- Press conference for Corporal Annette Goodyear

Assistant Town Administrator, Robb Carey

Mr. Carey reported he attended the following meetings since the January 26, 2022 Town Board Meeting:

Mr. Carey reported he attended several interviews along with the Town Administrator, Melissa Cook-MacKenzie and Mayor Kline for the Director of Finance and Finance Associate II positons that are currently vacant at town hall. Mr. Carey advised the Board, there was an offer made to a candidate for the Director of Finance and she accepted, contingent upon being presented at tonight's board meeting.

Additional meetings that were attended:

- Completed performance evaluations for administration staff
- Department Head meetings
- Town Hall staff meeting
- Chili Cook-Off luncheon/Celebration of Milestones & Birthdays
- Press conference for Corporal Annette Goodyear
- Chief James Just retirement walk-out
- North East Chamber of Commerce Board meeting
- North East Preserve
- Emergency Response Protocol Security Company (ERP)
- Weiner Associates for information regarding insured vehicles, health, dental and vision

-UNFINISHED BUSINESS-

Lower Susquehanna Heritage Greenway Trail

Mrs. Cook-MacKenzie advised the board, Sandy Turner, Cecil County Tourism Coordinator has contacted the Lower Susquehanna Heritage Greenway requesting to have a sit down discussion regarding the interest in pursuing the options to be eligible to be included in the trail.

-NEW BUSINESS-

Personnel Matter

Mrs. Cook-MacKenzie, in pursuant to the town's charter, is pleased to announce, with recommendation by the Director of Human Recourses, Robb Carey and Mayor Kline that Mrs. Vonnie Stemen has accepted the Director of Finance position. Mrs. Stemen is highly qualified not only as a certified public accountant (CPA) but also has an extended background with various non-profit organizations. Mrs. Cook-MacKenzie stated she is very confident this will be a smooth transaction.

A motion to approve the appointment of Mrs. Vonnie Stemen to the Director of Finance of the Town of North East was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

Mrs. Cook-MacKenzie as discussed prior, in the preparation of Chief James Just retirement on Monday, January 31, 2022 is asking the Boards approval for Lieutenant Stephen Yates to resume the role of the new Police Chief for the Town of North East, effective Wednesday, February 9, 2022.

A motion to approve with recommendation from the Town Administrator and the Assistant Town Administrator the appointment of Lieutenant Stephen Yates to Police Chief was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

-MISCELLANEOUS-

Mayor Kline reminded the Board of the Charter Workshop that is scheduled for Thursday, February 10, 2022 at 7:00 PM.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

Mrs. Cook-MacKenzie wanted to welcome Mr. & Mrs. Paul Stark who were previously on the town's Christmas Parade and Cecil County Salute to Veterans Committee and both served as Town Commissioners. They have also been very active at the North East Fire Company and the Ladies Auxiliary. Mrs. Cook-MacKenzie expressed gratitude for their service along with their friendship and support to the town.

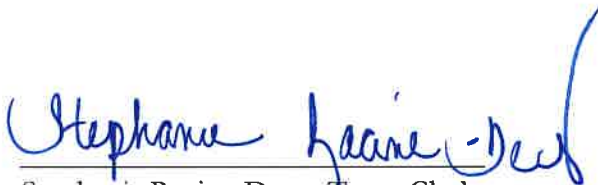
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-ADJOURNMENT-

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 7:39 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor