

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

April 27, 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, 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.

A moment of silence was observed.

-OATH OF OFFICE-

None

-PINNING CEREMONY-

Chief Yates awarded and pinned, Lieutenant Michael Hickey, who has earned this promotion for being a long standing law enforcement officer with the Town of North East Police Department.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the April 13, 2022 meeting, as presented, was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all. Commissioner Mitchell abstained due to his absence from the April 13, 2022 meeting.

-PUBLIC HEARING-

Mayor Kline opened the public hearing at 7:05 p.m.

Ordinance 2022-04-01, Amend the Town of North East Zoning Ordinance

The purpose of amending the North East Zoning Ordinance 2022-04-01. Article 6. Supplementary Regulations. Amending Section 6-15 Alcoholic Beverage Liquor Store; Adding Paragraph 3. To provide for on premise consumption and carry out sales, permitted with an approved special exception, in accordance with all provisions of Article 6. Section 6-36 and 6-37; Adding Section 6-36 Distillery, Craft or Craft Beverage Manufacturing and Section 6-37. Pub-brewery, Micro-brewery, Gastropub and Taproom. Ordinance provides definitions,

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regulations, and conditions for on premises consumption and carry out sales with an approved special exception, in the "GC" General Commercial District, "HC" Highway Commercial District and "HI" Heavy Industrial Districts.

No one from the public spoke regarding Ordinance 2022-04-01, to amend the Town of North East Zoning Ordinance, nor comments from the Mayor or Commissioners.

Mayor Kline closed the public hearing at 7: 09 p.m.

-APPOINTMENTS-

None

-GUESTS-

None

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Kline

Mayor Kline reported he attended a meeting with Wilmington Area Planning Council WILMAPCO on Tuesday, April 19, 2022, to review the transportation section of the comprehensive plan.

Mayor Kline reported he attended a budget meeting on Wednesday, April 27, 2022 with Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator Robb Carey, Director of Finance Vonnie Stemen and Chief Yates regarding the 2023 Fiscal Year Budget.

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

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None

Commissioner Mitchell

Commissioner Mitchell entered into the record the March 2022 Planning and Zoning Report.

Commissioner Benson

Commissioner Benson reported he attended a meeting with Wilmington Area Planning Council WILMAPCO on Tuesday, April 19, 2022, to review the transportation section of the comprehensive plan.

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the April 13, 2022 Town Board Meeting:

- Several American Rescue Plan Act (ARPA) webinars regarding funds received from the federal government
- Department Head meeting
- North East Economic Development Commission meeting
- Director of Finance, Vonnie Stemen regarding 2023 budget
- Entech, Engineer, Steve Riley and Water Superintendent, Ron Carter regarding various water projects
- Assisted Treasure, Wayne Connelly from the Church of God regarding their parking lot that is giving way due to embankment erosion
- Al Wein regarding Artesian
- 2022 IKE Foundation Bass Tournament to be held at North East Community Park on Sunday, June 5, 2022
- 2023 Fiscal Year Budget meeting with Mayor Kline, Assistant Town Administrator, Robb Carey, Director of Finance Vonnie Stemen and Chief Yates
- Staff Luncheon, Thursday, April 21, 2022

Mrs. Cook-MacKenzie reported 3,226 the March utility bills were mailed with a due date of April 30, 2022. Mrs. Cook-MacKenzie advised the Board the town is participating in the Maryland Utility Program in which the State of Maryland has allocated funds to each county to assist customers with their utility bills. The town has assisted seven customers with their water bills in the amount of \$3,368.47.

Assistant Town Administrator, Robb Carey

Mr. Carey reported he attended the following meetings since the April 13, 2022 Town Board Meeting:

- Department Head meeting
- North East Economic Development Commission meeting regarding the artwork/mural on the building adjacent to town hall

- Salute to Cecil County Veterans event on Sunday, July 3, 2022
- Budget preparation on personnel changes with Maintenance Supervisor, Rich Gregg and Police Chief Yates
- Meetings site by site with Emergency Response Protocol Security Company (ERP) and physical walkthroughs of installation areas as part of the continued Security Camera/System Project. Installation has begun at the Rolling Mill Plant and the Police Station annex on West Cecil Avenue.
- Staff Luncheon, Thursday, April 21, 2022

Mr. Carey reported he along with the Director of Finance Vonnie Stemen, interviewed three candidates for the Finance II position. Mr. Carey advised the town offered employment to the candidate that was rated the highest, with a verbal acceptance that was given today and a formal announcement will be given.

Mr. Carey reported he along with Town Clerk Stephanie Dean met with Neil Hough, Advanced Sound & Light. All installation of audio and video have been completed to access presentations, livestreaming and virtual meetings at town hall.

Mr. Carey reported he attended a budget meeting on Wednesday, April 27, 2022 with Mayor Kline, Town Administrator Melissa Cook-MacKenzie, Director of Finance Vonnie Stemen and Chief Yates regarding the 2023 Fiscal Year Budget.

Director of Finance

Mrs. Stemen entered into the record the list of payments issued by check number and date.

Mrs. Stemen reported she attended the following meetings since the March 23, 2022 Town Board Meeting:

- 4 hours of Edmunds (MCSJ) training completed
- In the process of reconciling Elan credit card statements
- Accepted Rachel Deaner's resignation effective Sunday, May 15, 2022
- Budget preparation including meetings with the Town Administrator, Assistant Town Administrator and Department Heads.
- Interviewed three candidates for Finance II position

Director of Planning and Zoning

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

Mayor Kline asked if anyone attended the Public Hearing at the Tuesday, April 5, 2022 Planning Commission meeting. Mrs. Vennell stated Brad Carillo, 196 Breon Lane, Elkton Maryland, and the owner of Elk River Brewing, located in Elkton, spoke and gave his thoughts for the town. Mr. Carillo is also the owner of 14-18 South Main Street, North East.

Mrs. Vennell advised Ridgely Forest is moving along, with nineteen new home permits in the month of March, 355 units out of 565 are occupied. Mrs. Vennell advised the Planning Commission has approved all phases in Ridgely Forest but have not been recorded as of yet.

Maintenance Department

Mr. Gregg entered into the record the March 2022 Monthly Report for the Town of North East Maintenance Department with ongoing projects.

Mr. Gregg went over several continued projects from the 2022 fiscal year budget:

- Gilbert Lighthouse Pavilion
- Quote Grass Busters Landscaping, Newark, Delaware for the walking trail at the North East Community Park
- Quote for a new Crouch Pavilion
- Quote for new shingles Benjamin Pavilion
- Quote for a new salt spreader

Mr. Gregg advised the Board, the quotes are only good for 3 -10 days due to the rising prices of materials and the supply chain.

Police Chief

Police Chief Yates entered into the record the revised January and February 2022 Crime and Traffic Breakdown for the North East Police Department along with the March 2022 report.

Water Superintendent, Ron Carter

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

Mayor Kline asked how the supply chain delays are effecting the town's inventory for the ongoing demand of meters towards new construction. Mr. Carter advised they have received one hundred, one inch meters but still in need of transmitters. Mr. Carter also stated the borrowed meters from the neighboring towns have been replaced with new and returned.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Ordinance Number 2022-04-01 – To Amend the Town of North East Zoning Ordinance

A motion to approve Ordinance Number 2022-04-01, Amend the Town of North East Zoning Ordinance as presented, was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

Special Events Application – New Beginnings Christian Fellowship

A motion to approve the Special Events application for the New Beginnings Christian Fellowship on Saturday, May 28, 2022, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Water Service Agreement Extension – North East Harbors, North East Lots 9A through 14A and Lots 20 – 25, Tax Map 0031, Parcel 117, Twelve Equivalent Residential Units

Mrs. Cook-MacKenzie presented a Water Allocation Request Agreement Extension for North East Harbors, Lots 9A through 14A and Lots 20 – 25, for twelve residential units.

A motion to approve the Water Allocation Request Agreement Extension for Twelve Equivalent Residential Units for each lot 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.

Water Service Agreement Extension – Chesapeake Club, Range Road, North East Lots 1 –5, Tax Map 0031, Parcel 1326, Five Equivalent Residential Units

Mrs. Cook-MacKenzie presented a Water Allocation Request Agreement Extension for Chesapeake Club, Range Road Lots 1 – 5, for five residential units.

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

-MISCELLANEOUS-

Chief Yates advised the Board, he has been working the last several weeks with the towns Circuit Rider, Julie Campagna on two LGIT grant opportunities. Chief Yates advised both grants have been secured, one in the amount of \$8,000.00 for body worn cameras and the other grant amount was in the amount of \$850.00 for police training. The checks have been received and they will be given to the Director of Finance for deposit. Chief Yates advised Julie is doing good work and he appreciates all she is doing. Mayor Kline stated that is excellent to hear and congratulations for getting these amounts.

Chief Yates advised the Board, he along with Lieutenant Hickey and Assistant Town Administrator Robb Carey will be going to Baltimore, Maryland on April 28, 2022 to attend Patrol Officer Cadet Austin Lee's Graduation Ceremony. Chief Yates stated the next step will be field training starting on Monday, May 2, 2022 with Corporal Fakner.

-APPROPRIATIONS-

A motion to approve Requisition R1-01531 to CDA Infrastructure Financing Bonds in the amount of \$117,012.51 for 2014 Series was made by Commissioner Mitchell, seconded Commissioner Benson and approved by all.

-BUSINESS FROM THE FLOOR-

None

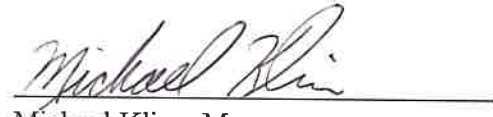
-ADJOURNMENT-

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

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor