

MAYOR AND COMMISSIONERS

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

March 23, 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

-APPROVAL OF MINUTES-

A motion to approve the minutes of the March 9, 2022 meeting, as presented, was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all. Commissioner Bernard-Dutton abstained due to her absence from the March 9, 2022 meeting.

-PUBLIC HEARING-

None

-APPOINTMENTS-

None

-GUESTS-

None

-PUBLIC COMMENT-

None

Town Board Approved t Minutes April 13, 2022

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Kline

Mayor Kline reported he attended a virtual meeting with Wilmington Area Planning Council WILMAPCO on Thursday, March 10, 2022.

Mayor Kline reported he attended the Town of North East Charter Workshop on Thursday, March 17, 2022.

Mayor Kline reported he attended the town's Luncheon on Thursday, March 17, 2022.

Mayor Kline reported he attended a meeting on Monday, March 21, 2022 with Town Administrator Melissa Cook-MacKenzie and Assistant Town Administrator Robb Carey regarding the current Health Care Coverage for town staff and the current/future 401A & 457B Plan that will be revisited in the future.

Commissioner Bernard-Dutton

Commissioner Bernard-Dutton reported she attended the Town of North East Charter Workshop on Thursday, March 17, 2022.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Town of North East Charter Workshop on Thursday, March 17, 2022.

Commissioner Mitchell

Commissioner Mitchell entered into the record the February 2022 Planning and Zoning Monthly report.

Commissioner Mitchell reported he attended a meeting on Tuesday, February 1, 2022 with the Planning Commission. Several topics that were discussed, Ridgely Forest Master Plan Community and the North East Zoning Ordinance Amendments.

Commissioner Mitchell reported he attended the Town of North East Charter Workshop on Thursday, March 17, 2022.

Commissioner Benson

Commissioner Benson reported he attended the Town of North East Charter Workshop on Thursday, March 17, 2022.

Town Administrator

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

- Conducted and participated in the pre-bid conference meeting for the North East Preserve Project
- Department Head meeting
- Director of Finance and Assistant Town Administrator to go over several updates and where the Finance Department needs to prioritize past and future goals
- Entech, Engineer, Steve Riley, Charles Maher and Water Superintendent, Ron Carter to review the completion of drawings for the Rolling Mill finish water pumping station.
- North East Charter Workshop on Thursday, March 17, 2022.
- Jerry Cox, Cecil Tree Services along with Maintenance Supervisor and Water Superintendent regarding future projects
- Director of Finance and the emergency hire, Racheal Deaner regarding payroll
- Mayor Kline and the Assistant Town Administrator Robb Carey regarding the current Health Care Coverage for town staff and the current/future 401A & 457B Plan that will be revisited in the future
- Webinar with the Department of Treasury regarding the American Rescue Plan Act (ARPA) regarding updates that were reported in February 2022 with a deadline of April 30, 2022
- Circuit Rider, Julie Campagna and Director of Planning Betsy Vennell regarding various funding agencies and projects
- I-95 (JFK) Tank Mixture Project, processing documents for right of entry for the contractor to complete the mixture project entirely

Mrs. Cook-MacKenzie reported the Economic Development Committee (EDC) has been exploring options regarding off street parking. Mrs. Cook-MacKenzie has reached out to Chesapeake City regarding their parking plan and see if they can assist the Town/Economic Development Committee.

Mrs. Cook-MacKenzie reported she along with the Director of Finance and Police Chief Yates will be meeting with North East Isles HOA regarding the North East Preserve on Saturday, March 26, 2022 at the Holiday Inn Express.

Assistant Town Administrator, Robb Carey

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

Town Board Approved Minutes April 13, 2022

- Director of Finance and Town Administrator to go over several updates and where the Finance Department needs to prioritize past and future goals
- North East Chamber Board meeting
- Winter Lights rap-up and preliminary planning for 2023
- North East Charter Workshop on Thursday, March 17, 2022.
- Mayor Kline and the Town Administrator Melissa Cook-MacKenzie regarding the current Health Care Coverage for town staff and the current/future 401A & 457B Plan that will be revisited in the future
- Virtual meeting with the town's attorney, Karpinski, Cornbrooks & Karp, P.A. and Clerk, Mabel Huber regarding the Personal Manual
- Site by site physical walkthrough of installation areas as part of the continued Security Camera/System Project and installation
- Staff Luncheon on Thursday, March 17, 2022

Director of Finance

Mrs. Stemen reported the items she is processing for the month of March:

- 4 hours of Edmunds (MCSJ) training completed
- Employee past payroll discrepancies reconciled
- In the process of reconciling and paying past due invoices. Total payments processed \$288,465.58
- Working with emergency hire, Rachel Deaner, to learn the town's process of payroll and accounts payable
- Worked with Melissa sorting files in the Finance office
- Established with Stephanie a filing system of original invoices
- Initial contact with First National Bank (FNB), Benecon Group, George Weiner Associates and CliftonLarsonAllen

Director of Planning and Zoning

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

Mrs. Vennell reported she attended a meeting on Tuesday, February 1, 2022 with the Planning Commission. Several topics that were discussed, Ridgely Forest Master Plan Community and the additional 47 single family homes.

Mrs. Vennell reported on the North East Zoning Ordinance Amendments, for future distilleries and brew pubs and similar named entities. Mrs. Vennell advised the Board, the Planning Commission advised to move forward scheduling the Public Hearings for an amendment. The Mayor and Commissioners will be receiving Public Hearing Notice for approval and or recommendations. A public hearing has been established for the Planning Commission level on Tuesday, April 5, 2022 and the introduction to the Mayor and Commissioners on Wednesday, April 13, 2022 with public hearing for the Mayor and Commissioners on Wednesday, April 27, 2022.

Town Board Approved Minutes April 13, 2022

Mrs. Vennell reported the Planning Office received a variance application from the owner of North East Station, who has been working on a contract with Starbucks and indicated Starbucks has signed a contract for a future business, located at the old Waffle House.

Maintenance Department

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

- North East Community Park Pavilions/Bubble Machines
- Pesticide Certification
- Rolling Mill landscaping/security system
- Steel fence South end of town across from Snatchers Restaurant
- Chief Yates regarding spot light and removal of holly trees
- Special event NEFC 100th Year Anniversary
- April 9, 2022 ENERWA Clean-Up
- Renewal of Contracts with Director of Finance

Mayor Kline asked the status of the paving project at the North East Community Park. Mr. Gregg advised the RFP has not been completed but is in the process of speaking with Lecco Pipeline Construction Company for an estimate and the interest in bidding.

Police Chief

Police Chief Yates entered into the record the February 2022 Crime and Traffic Breakdown for the North East Police Department.

Water Superintendent, Ron Carter

Mr. Carter gave the February 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 it has been getting harder to receive inventory but has been assured by the suppliers, meters will be received. Mr. Carter stated the town might have to consider on temporary meters, equal to and the quality, if the supply chain keeps deteriorating.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Water Allocation Request Agreement Extension – Mr. David Ayers, 382 Razor Strap Road, North East, 327 Razor Strap Road, North East Lot 3A & 329 Razor Strap Road, North East Lot 4A, Tax Map 0031, Parcel 1324, Two Equivalent Residential Units

Town Board Approved Minutes April 13, 2022

Mrs. Cook-MacKenzie presented a Water Allocation Request Agreement Extension for Mr. David Ayers, 327 Razor Strap Road, Lot 3A & 329 Razor Strap Road, Lot 4A North East, for two residential units.

A motion to approve the Water Allocation Request Agreement Extension for Two 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 Crothers-Moore and approved by all.

-MISCELLANEOUS-

Mayor Kline requested for the Department Heads to add a date to their calendar, on Tuesday, June 14, 2022 at the Maryland Municipal League Summer Convention. There will be an Expo and 3 different Workshops for Municipalities for every department.

-APPROPRIATIONS-

None.

-BUSINESS FROM THE FLOOR-

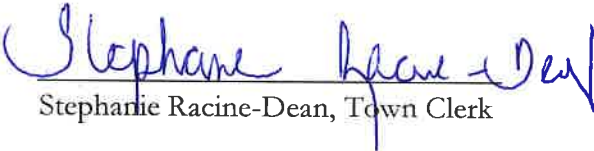
None


-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all. The meeting adjourned at 8:05 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor