

**MAYOR AND COMMISSIONERS**

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

**May 11, 2022**

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

A moment of silence was observed.

Proclamation – National Safe Boating Week

Mayor Kline presented a Proclamation to Mr. Daniel McCaffery, US Coast Guard Auxiliary, for National Safe Boating Week May 22 thru May 29, 2022.

Proclamation – National Police Week

Mayor Kline presented a Proclamation to Chief Yates, for National Police Week May 11, 2022 thru May 17, 2022.

**-OATH OF OFFICE-**

None

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the April 27, 2022 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

**-PUBLIC HEARING-**

None

**-GUESTS-**

None

**-APPOINTMENTS-**

Town Board Approved Minutes June 8, 2022

**-PUBLIC COMMENT-**

None

**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

None

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

None

**-REPORTS-**

Mayor Kline

Mayor Kline reported he attended several budget meetings along with Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator Robb Carey, Director of Finance Vonnie Stemen and Department Heads, Thursday, April 28, 2022.

Mayor Kline reported he attended a Ribbon Cutting for St. Mary Anne's Garden Market on Friday, April 28, 2022.

Mayor Kline reported he attended several interview meetings for the North East Preserve, Request for Proposals, (RFPs), on Tuesday, May 3, 2022.

Mayor Kline reported he attended a Business Community Round Table on Monday, May 9, 2022 with Federal Reserve Bank and their representatives.

Mayor Kline reported he attended the Cecil County Tourism's 2022 Partner Appreciation Breakfast on Wednesday, May 11, 2022 at Fairwinds Farm & Stables. The Town of North East was awarded several awards:

- 2022 Appreciation of Partnership with Cecil County Tourism
- 2022 County Executive Award & County Council Tourism Award

Mayor Kline advised the Board, Commissioner Kelly Benson received an award for Cecil County Tourism Business Person of the Year Award.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she was thrilled the St. Mary Anne's Garden Market returned on April 29 and 30, 2022 after the COVID Pandemic.

Commissioner Crothers-Moore reported she attended the Planning Commission meeting on Tuesday, May 3, 2022.

Commissioner Crothers-Moore reported she attended the 2022 North East Fire Company 100<sup>th</sup> Anniversary Banquet on Saturday, May 7, 2022.

Commissioner Mitchell

None

Town Administrator, Melissa Cook-MacKenzie

Mrs. Cook-MacKenzie reported she attended the following meetings since the April 27, 2022 Town Board Meeting:

- Department Head Budget meetings
- St. Mary Anne's Ribbon Cutting
- Assistant Town Administrator regarding moving forward with new projects
- Four oral interviews by Consultants that are being considered for the North East Nature Preserve. This will be presented at the next town board meeting
- Economic Development Commission (EDC)
- Cecil County Tourism's 2022 Partner Appreciation Breakfast
- Several ZOOM meetings for additional grant opportunities

Assistant Town Administrator, Robb Carey

Mr. Carey reported he attended the following meetings since the April 27, 2022 Town Board Meeting:

- Physical inspection with Emergency Response Protocol Security Company (ERP) of both Water Treatment Plants, pump stations and water towers for the new installation of the security system which continued to the North East Community Park
- Michael Devine, Devine Computing Service regarding the request and needs for the security system
- Department Head meeting
- Individual Department Head meetings, one on one, to review any personnel changes and feedback on the Compensation Study for each employee in their department and budget preparation
- Economic Development Committee (EDC) meeting
- North East Chamber of Commerce Board meeting
- Town Administrator regarding various, current and future town projects to assist with
- Local Government Insurance Trust (LGIT) Conference regarding Health Care Benefits
- Coffee Day, Thursday, April 6, 2022 with the announcement of the Employee Luncheon which will take place on Thursday, April 21, 2022

**-UNFINISHED BUSINESS-**

None

**-NEW BUSINESS-**

Special Event Application, Air National Guard Band on the Northeast

Mrs. Cook-MacKenzie shared a Special Events Application for the Air National Guard Band on Sunday, June 26, 2022. The concert will begin at 4:00 pm until 6:00 pm at the Gilbert Lighthouse, North East Community Park.

Request for Proposal, Master Site Plan for North East Preserve, Award Recommendation

Mrs. Cook-MacKenzie advised the Board, the Request for Proposal, Master Site Plan for the North East Preserve, Award Recommendation will be tabled until the next scheduled board to gather additional information for the board to review.

**-MISCELLANEOUS-**

Mayor Kline read into the record, a letter from Father John Schaffer regarding the St. Mary Anne's Garden Market which was held on Friday, April 29 & Saturday, April 30, 2022. Father John thanked the volunteers, parishioners and the Town of North East Maintenance for making the town beautiful, welcoming and a clean environment for visitors. Father John also thanked the North East Police Department, who ensured the guest of the Garden Market, had a safe experience. Due to the town's generosity and cooperation, we hope to keep this event a local tradition and at the same time, raise funds to benefit the churches food pantry and many community outreach ministries.

Police Chief Yates advised the Board, the North East Police Department will be attending Public Safety Day, Saturday, May 14, 2022 at the North East Public Library.

**-APPROPRIATIONS-**

None

**-BUSINESS FROM THE FLOOR-**

None

**-ADJOURNMENT-**

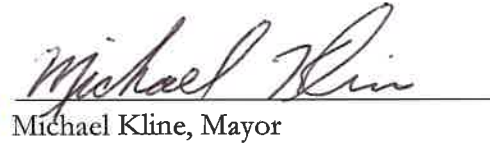
With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:34 p.m.

Respectfully submitted,

ATTEST:



Stephanie Racine-Dean  
Stephanie Racine-Dean, Town Clerk



Michael Kline  
Michael Kline, Mayor