

**MAYOR AND COMMISSIONERS**

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

**May 25, 2022**

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

A moment of silence was observed.

**-OATH OF OFFICE-**

Mayor Kline administered the Oath of Office to Patrol Officer, Thomas Austin Lee, as the newest member to the North East Police Department.

**-APPROVAL OF MINUTES-**

Mayor Kline tabled the approval of minutes as presented at tonight's Board Meeting. Due to the absence of Commissioner Mitchell from tonight's meeting and the absence of Commissioner Bernard-Dutton and Commissioner Benson from the meeting on Wednesday, May 11, 2022, these minutes will be presented and approved at the next Town Board meeting on Wednesday, June 8, 2022.

**-PUBLIC HEARING-**

None

**-APPOINTMENTS-**

None

**-GUESTS-**

None

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 a meeting with Wilmington Area Planning Council WILMAPCO on Thursday, May 12, 2022, to review the transportation section of the comprehensive plan.

Mayor Kline reported he attended a meeting with Salute to Cecil County Veterans Board on Wednesday, May 18, 2022.

Mayor Kline reported he attended the Town of North East Charter Workshop on Thursday, May 19, 2022.

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Town of North East Charter Workshop on Thursday, May 19, 2022.

Commissioner Benson

Commissioner Benson reported he attended the Town of North East Charter Workshop on Thursday, May 19, 2022

Commissioner Benson reported he attended a meeting with Wilmington Area Planning Council WILMAPCO on Tuesday, May 24, 2022, to review the transportation section of the comprehensive plan.

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the May 11, 2022 Town Board Meeting:

Town Board Approved Minutes June 8, 2022

- Circuit Rider, Julie Campagna
- Director of Planning, Betsy Vennell regarding status of several projects
- Kevin Wagner, Federal Emergency Management Agency (FEMA) regarding the finished water pumping station
- Entech, Engineer, Steve Riley and Water Superintendent, Ron Carter regarding various water projects
- Director of Tourism, Sandy Turner regarding grant applications
- Department Head meeting
- Robert Crouch regarding the Santa House
- Director of Finance, Vonnie Stemen regarding 2023 budget
- Maryland Department of the Environment (MDE) regarding flood plain permit for the Rolling Mill finished water pumping station
- Town of North East Charter Workshop on Thursday, May 19, 2022.
- Ridgley Forest resident regarding converting his living quarters into a church and school

Mrs. Cook-MacKenzie reported she submitted a Video Lottery Terminal, (VLT) Grant to Cecil County for the Santa House for the funding of a new building.

Mrs. Cook-MacKenzie reported there were several Earmark grant applications submitted to the Congress State Office for water treatment plant projects. Mrs. Cook-MacKenzie advised the Board, she received an email back asking for more detailed information and if the projects could be reduced.

Assistant Town Administrator, Robb Carey

Mr. Carey reported he attended the following meetings since the May 11, 2022 Town Board Meeting:

- Department Head meeting
- Economic Development Commission event at Rosewood Farms on Wednesday, May 18, 2022
- BeneMatrix 2 Training Sessions, Wednesday, May 18, 2022
- Salute to Cecil County Veterans Planning meeting with Mayor Kline and Chief Yates, Wednesday, May 18, 2022
- Salute to Cecil County Veterans Committee, Friday, May 20, 2022
- New employee orientation, Warita Bedell, Finance Associate II
- Open Enrollment Benefits for town staff on Tuesday, May 24, 2022
- North East High School Scholarship Presentation, Wednesday, May 25, 2022

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 April 27, 2022 Town Board Meeting:

- Budget Preparation for Fiscal Year 2023
- Training the new employee, Warita Bedell, Finance Associate II
- Reconciled past Elan credit card statements and vendors

Director of Planning and Zoning

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

Mayor Kline asked the Director of Planning and Zoning, if the increase of interest rates, will hurt the development industry. Mrs. Vennell advised the Board, she has not seen any additional new permits cross her desk or being submitted this week. The final section in the Ridgely Forest Community has started the infrastructure and grading is underway. Mrs. Vennell advised there are an additional 170 structures to be built with a total of 565.

Police Chief

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

Police Chief Yates attended the Salute to Cecil County Veterans Planning meeting with Mayor Kline and Assistant Town Administrator Robb Carey, Wednesday, May 18, 2022.

Police Chief Yates attended the Cecil County Youth Coalition Prevention Rally at the Elkton High School on Saturday, May 21, 2022.

Police Chief Yates advised the Board, he submitted the State Permit for the North East Fire Company's 100<sup>th</sup> Anniversary Parade and it was approved and sent a copy to Chief Isaacs.

Water Superintendent, Ron Carter

Mr. Carter gave the April 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 a good inventory of meters but still in need of setters which has been ordered since December 2021.

**-UNFINISHED BUSINESS-**

None

**-NEW BUSINESS-**

Request for Proposal re: Master Site Plan for North East Preserve, Award Recommendations

Town Board Approved Minutes June 8, 2022

Mrs. Cook-MacKenzie presented to the Board information regarding the North East Preserve, Request for Proposals and Tabulation Chart. This chart was based on categories:

- Technical Ability
- Procedures & Methods
- Cost
- Presentation

After four oral interviews were conducted and a tabulation chart summary was recorded, it was decided unanimously, the bid would be award to Yost Strodski Mears (YSM), Landscape Architects, 19 South Newberry Street, York, Pennsylvania in the amount of \$62,975.00.

A motion to approve to approve Request for Proposal, Master Site Plan for North East Preserve in the amount of \$62,975.00 was made by Commissioner Benson, seconded by Commissioner Bernard-Dutton and approved by all.

**-MISCELLANEOUS-**

Mrs. Cook-MacKenzie shared with the Board, this past weekend she had the pleasure to see the premiere, “Cream of the Crop” at the Milburn Stone Theatre on the main campus of Cecil College. From a screenplay written by Mrs. JoAnn Dawson, owner of Fairwinds Farm & Stables, North East tells a story of a high school agriculture science teacher trying to save her family farm from developers. Mr. Carey who was also at the premiere advised, there was also county landmarks mentioned and over the line in the state of Delaware. Mayor Kline thanked them both for sharing the information with the Board.

Water Superintendent, Ron Carter stated he talked with Maryland State Highway Administration (SHA) and was advised they are resurveying and possibly they are considering remodeling the Maryland Route 7 Bridge Underpass, which is directly across from North East Isles. Mrs. Cook-MacKenzie stated she will follow up with Kenneth Fender, District Engineer, District 2.

**-APPROPRIATIONS-**

**-BUSINESS FROM THE FLOOR-**


None

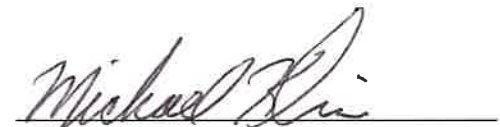
**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:56 p.m.

Respectfully submitted,

ATTEST:

  
Stephanie Racine-Dean, Town Clerk

  
Michael Kline, Mayor