

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

**June 22, 2022**

The Town Meeting was called to order by Mayor Kline at 7:08 P.M. Present were Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore, Raymond Mitchell and Kelly Benson. Also present were Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator Robb Carey, Police Chief Stephen Yates, Director of Finance Vonnie Stemen, Director of Planning Betsy Vennell, Water Superintendent Ron Carter, Maintenance Supervisor Rich Gregg and Planning and Zoning Assistant Lisa Rhoades.

A moment of silence was observed for those that serve and protect all citizens.

**-OATH OF OFFICE-**

None

**-APPROVAL OF MINUTES-**

Commissioner Bernard-Dutton made a motion to approve the June 8, 2022 minutes as presented. Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

Commissioner Mitchell made a motion to approve the June 15, 2022 Fiscal Year 2023 Budget Workshop minutes as presented. Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

**-PUBLIC HEARING-**

Mayor Kline opened the Fiscal Year 2023 General Fund, Enterprise (Water) Fund and Storm Water Fund Budgets public hearing at 7:10 p.m.

Mrs. Cook-MacKenzie reported that there were no changes to the proposed budgets since the June 15, 2022 budget workshop. Since there were no public comments Mayor Kline closed the Public Hearing at 7:11 p.m.

**-GUESTS-**

None

**-APPOINTMENTS-**

None.

**-PUBLIC COMMENT-**

None

**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

None.

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

1. Resolution 2022-06-02 re: adopting the General Fund, Enterprise (Water) Fund and Storm Water Fund budgets

Mrs. Cook-MacKenzie presented to the Board Resolution 2022-06-02. A Resolution for the purpose of adopting the General Fund, Water Fund and Storm Water Fund budgets.

Commissioner Mitchell made a motion to adopt Resolution 2022-06-02. Commissioner Bernard-Dutton seconded the motion and the motion was approved by all.

2. Resolution 2022-06-03 re: adopting the amount the Town will contribute toward premiums for employee medical insurance

Mrs. Cook-MacKenzie presented to the Board Resolution 2022-06-03. A Resolution for the purpose of adopting the amount the Town will contribute toward premiums for employee medical insurance.

3. Resolution 2022-06-04 re: adopting the amount the Town will contribute toward premiums for dental and vision insurance

Mrs. Cook-MacKenzie presented to the Board Resolution 2022-06-04. A Resolution for the purpose of adopting the amount the Town will contribute toward premiums for employee dental and vision insurance.

4. Resolution 2022-06-05 re: adopting the Face Amount which the Town will contribute toward a life insurance policy for each fulltime employee

Mrs. Cook-MacKenzie presented to the Board Resolution 2022-06-05. A Resolution for the purpose of adopting the amount the Town will contribute toward premiums for employee life insurance for each full-time employee.

Commissioner Crothers-Moore made a motion to adopt Resolution No. 2022-06-03, Resolution No. 2022-06-04 and Resolution No. 2022-06-05 as presented.

Commissioner Mitchell seconded the motion and the motion was approved by all.

### **-REPORTS-**

#### Mayor Kline

Mayor Kline reported he attended the Cecil County Wade-In on June 11, 2022 held at Elk Neck State Park and reported that the record for clean water, in the North East River, was broken with a clarity of up to 29 inches.

Mayor Kline reported he attended the following meetings or events since the June 8, 2022 Town Board meeting:

- Maryland Municipal League Convention in Ocean City, Maryland the week of June 13<sup>th</sup>
- Fiscal Year 2023 Budget Workshop on June 15, 2022
- Salute to Cecil County Veterans 2022 planning meeting on June 16, 2022 and June 22, 2022
- Chesapeake Wooden Boat Builders School launching of boats built by students
- Meeting with representatives of Stonewall Development Company on June 22, 2022. They propose an additional 700 units at the Chesapeake Club.

#### Commissioner Bernard-Dutton

Commissioner Bernard-Dutton reported she attended the Maryland Municipal League Convention in Ocean City, Maryland the week of June 13<sup>th</sup>.

#### Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she conducted Flag Day Ceremony June 14<sup>th</sup> in the Mayor's absence. In addition Commissioner Crothers-Moore stated that she led the attendees in the Pledge of Allegiance and the event was very enjoyable.

Commissioner Crothers-Moore reported she attended the Fiscal Year 2023 Budget Workshop on June 15, 2022.

#### Commissioner Mitchell

Commissioner Mitchell reported he attended the Fiscal Year 2023 Budget Workshop on June 15, 2022.

#### Commissioner Benson

Commissioner Benson reported he attended the Fiscal Year 2023 Budget Workshop on June 15, 2022.

Town Administrator, Melissa Cook-MacKenzie

Mrs. Cook-MacKenzie reported the Town received a citation from Senator Hershey for receiving the Cecil County Tourism Award. She will have the citation framed and hung in Town Hall.

Mrs. Cook-MacKenzie reported she attended the following meetings since the June 8, 2022 Town Board Meeting:

- Dave Wilson, Rich Gregg, Maintenance Supervisor and Betsy Vennell, Director of Planning met on site at the North East Community Town Park to discuss the options for weed control and grass plantings in front of the Jackson House and weed control extending around the park toward the Upper Bay Museum.
- Fiscal Year 2023 Budget Workshop June 15, 2022
- Steven Riley, Entech Engineering, Ron Carter, Water Plant Superintendent met regarding capital projects and budgeting.
- She reported she attended a meeting with representatives of Stonewall Development Company on June 22, 2022. They propose an additional 700 units at the Chesapeake Club.
- Department Head meeting
- Stephen Yates, Chief of Police and Rich Gregg, Maintenance Supervisor regarding Cecil County Salute to Cecil County Veterans event

Assistant Town Administrator

Mr. Carey reported he attended the following meetings since the June 8, 2022 Town Board Meeting:

- Coffee Day June 9, 2022
- Maryland Municipal League Convention in Ocean City, Maryland, where he attended several workshops and classes
- Fiscal Year 2023 Budget Workshop June 15, 2022
- Cecil County Salute to Veterans, as Director of the Water and Fireworks, reported that they have received the US Coast Guard approval
- New employee orientation: Jay Sexton, Maintenance II position and added that currently all 31 Town employee positions are filled
- Department Head meeting
- Onsite visits to Town buildings regarding security system upgrades
- He reported he attended a meeting with representatives of Stonewall Development Company on June 22, 2022. They propose an additional 700 units at the Chesapeake Club.

Director of Finance

Mrs. Stemen reported that she has focused on the completion of the FY 2023 Budget. In addition, she attended the annual Cecil County Tax Setoff Meeting for municipalities.

### Director of Planning

Mrs. Vennell entered the May 2022 Planning and Zoning Report into the record. In addition, Mrs. Vennell reported the following:

- Ridgely Forest New Home Permits are down from previous months
- Violations for overgrown grass have increased which is typical for this time of year
- The Circuit Rider Grant Application was submitted. The application will grant the Town funding to extend the program to a second year. The cost to the Town will not exceed \$2,000.00 and the individual will work 15 hours for the Town of Charlestown and 15 hours for the Town of North East.
- She attended a meeting with representatives of Stonewall Development Company on June 22, 2022. They propose an additional 700 units at the Chesapeake Club.
- She has been working with the developers of North East Station, Lot 4, as they are experiencing some delays regarding State Highway easement issues

### Maintenance Supervisor

Mr. Gregg reported the following:

- Horticultural work continuing throughout Town
- Roof was replaced on the Benjamin Pavilion at the North East Community Park
- He attended several meetings about the Town Park with the Town Administrator Mrs. Cook-MacKenzie regarding ongoing projects
- Planning meeting on site at the North East Community Town Park to discuss the options for weed control and grass plantings in front of the Jackson House and weed control extending around the park toward the Upper Bay Museum.
- Cecil County Salute to Veterans meeting regarding event preparations
- Chevelle car show preparations for this upcoming weekend at the North East Community Park
- Chesapeake Wooden Boat Builders School launching of boats built by students

### Chief of Police

Chief Yates entered into the record the May 2022 Crime and Traffic Breakdown report for the North East Police Department. In addition, Chief Yates reported the following:

- All officers completed their bi-yearly CPR training re-certification
- All Officers completed the spring firearms training
- Officers are in the process of completing their use of force training which goes into effect July 1, 2022
- Met with Father John Schaeffer, St. Mary Anne's Episcopal Church, 315 S. Main Street, regarding a security inquiry as a result of the shooting at Stephen's Episcopal Church in Alabama on June 21, 2022.
- Attended a portion of the Maryland Municipal League Convention in Ocean City, Maryland

Mayor Kline reported that he has received several positive comments from residents that are pleased with the traffic monitoring on Mauldin Avenue. Chief Yates replied that 267 warnings were issued and 41 citations.

Chief Yates reported that as a result of the tragic passing of Noah Day, member of the North East Fire Company, a full fire company funeral will be conducted at 2:00 p.m. at the North East Fire Department on Sunday June 26<sup>th</sup>; therefore he is urging citizens to be patient with traffic.

#### Water Plant Superintendent

Mr. Carter entered into the record the May 2022 Water Report for the Rolling Mill and Leslie Water Treatment Plants. In addition, Mr. Carter reported the following:

- The supply chain continues to be slow and orders need to be placed 3 to 4 weeks in advance of needing the product(s).
- Water samples, for the next 5 years, are required to be mailed once a quarter per a new EPA Rule. The EPA will be paying for the testing at this time.

#### **-UNFINISHED BUSINESS-**

None

#### **-NEW BUSINESS-**

##### 1. Annual Planning Report 2021

Ms. Vennell presented the Annual Planning Report for calendar year 2021 and reported that the Planning Commission adopted the report at their June 2022 Planning Commission meeting. The Annual Planning Report is a requirement of the State of Maryland.

Mayor Kline commented that the report is very thorough.

##### 1. Town Administrator Personnel Matter

Mrs. Cook-MacKenzie reported that based on years of service Patrolman Anthony Williams is eligible to be promoted to the rank of Master Patrolman. Chief Yates recommends that Patrolman Williams be promoted to the rank of Master Patrolman effective June 13, 2022.

Commission Mitchell made a motion to approve the promotion of Patrolman Anthony Williams to Master Patrolman effective June 13, 2022. Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

#### **-MISCELLANEOUS-**

Commissioner Crothers-Moore thanked the Town staff for their assistance with the Flag Day event at the North East Community Park.

**-APPROPRIATIONS-**

Mrs. Stemen, Finance Director presented the following budget amendments for consideration:

1. Budget Amendment 2022-001

Unused funds from a repair to Lums Road that was completed by Cecil County are proposed to be transferred to the security camera system capital project.

Commissioner Benson made motion to approve Budget Amendment 2022-001. Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

2. Budget Amendment 2022-002

Funds were received from an opiate class action settlement. There are restrictions on how the funds can be utilized; therefore, Ms. Stemen is recommending to move the funds to a restricted account.

Mrs. Cook-MacKenzie commented staff will be reviewing the restrictions prior to spending the funds.

Commissioner Benson made motion to approve Budget Amendment 2022-002. Commissioner Mitchell seconded the motion and the motion was approved by all.

3. Budget Amendment 2022-003

Mrs. Stemen reported that two pick-up trucks approved in the FY 2022 budget were ordered earlier in the fiscal year; however, both trucks are on back order with no projected delivery date. Mrs. Stemen is recommending to move the allocated funds for the trucks to a restricted account until such time the trucks are delivered.

Commissioner Mitchell made a motion to approve the Budget Amendment 2022-003. Commissioner Benson seconded the motion and the motion was 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 8:10 p.m.

Respectfully submitted,



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Lisa Rhoades, Planning and Zoning Assistant

ATTEST:



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Michael Kline, Mayor