

MAYOR AND COMMISSIONERS

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

September 14, 2022

The Town Meeting was called to order by Mayor Kline at 7:01 P.M. Present were Commissioners Hilary Crothers-Moore, Raymond Mitchell and Kelly Benson. Also present were Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Commissioner Catherine Bernard-Dutton.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the August 24, 2022 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC HEARING-

None

-APPOINTMENTS-

Establish & Appoint the North East Preserve Study Committee & Appointing the following Individuals:

Mike Kline, Mayor, 209 Thomas Avenue, North East

Kelly Benson, Commissioner, 10 North Main Street, North East

Melissa Cook-MacKenzie, Town Administrator, North East Town Hall, 106 South Main Street, North East

Betsy Vennell, North East Planning Commission, North East Town Hall, 106 South Main Street, North East

Mark Dobbins, Chairman, North East Planning Commission, 151 North East Isles Drive, North East

Judy Duffy, North East Planning Commission, 108 Wallace Avenue, North East

Karen Aspinwall, 88 Green Meadow Drive, Elkton

Town Board Approved Minutes September 28, 2022

Hudson Benson, 88 Green Meadow Drive, Elkton
Sean McCandless, 110 East Wallace Avenue, North East
Corinne Irwin, 93 North East Isles Drive, North East
Stephan Yates, Chief of Police, North East Police Department, 104 West Cecil Avenue, North East (as a needed basis)
Rich Gregg, Maintenance Supervisor, Town of North East Maintenance Department, 134 North Main Street Extension, North East (as a needed basis)

A motion to appoint the North East Preserve Study Committee as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

-GUESTS-

None

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

Ordinance 2022-09-01 Amendment to Chapter 2 Government Organization, Article 4, Public Ethics

Amend the Town of North East Code of Ordinance Existing Chapter 2 Government Organization, Article 4. Public Ethics, Section 2-403, Definitions; Section 2-405, Conflicts of Interest and Section 2-406. Financial Disclosure-Local Elected Officials and Candidates to be Local Elected Officials and Section 2-407, Financial Disclosure, Employees and Appointed Officials to comply with the Requirements of Subtitle 8 of the State Public Ethics Law or Comar 19A.04 as reflected in House Bills 363 and 1058 which was passed by the General Assembly and signed into Law.

Mayor Kline asked the Town Administrator, how many are on the Ethics Committee at this time. She stated, there is one member and two potential candidates, with one starting the application process.

Mrs. Cook-MacKenzie advised the Board, this is for introduction only, there will be further discussion at the next town board meeting on Wednesday, September 28, 2022.

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Town Board Approved Minutes September 28, 2022

Mayor Kline

Mayor Kline reported he attended the following meetings since the August 24, 2022 Town Board Meeting:

- Ribbon Cutting, Belle's Acres, Saturday, September 3, 2022 at the West Street Village
- WILMAPCO Council meeting, Thursday, September 8, 2022
- Town Administrator, Melissa Cook-MacKenzie on Tuesday, September 13, 2022 regarding Request for Proposal (RFP), Compensation Rate Study and several ongoing projects
- 2022 St. Croix Bassmaster Tournament on Thursday, September 8th through Saturday, September 10th at the North East Community Park

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Planning Commission meeting on Tuesday, September 6, 2022.

Commissioner Mitchell

None

Commissioner Benson

None

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the August 24, 2022 Town Board Meeting:

- Several meetings with Steven Riley, ENTECH Engineering, and Ron Carter, Water Plant Superintendent, regarding ongoing water projects
- Soltesz, LLC regarding the Municipal Separate Storm Sewer System (MS4) Permit
- Town of North East Economic Development Commission (EDC)
- Department Head
- Town Hall Staff
- Two Circuit Rider interviews
- Mayor Kline on Tuesday, September 13, 2022 regarding Request for Proposal (RFP), Compensation Rate Study and several ongoing projects

Mrs. Cook-MacKenzie reported she along with Director of Planning, Betsy Vennell and Water Superintendent, Ron Carter have been working with EN Engineering regarding change of staffing at their firm. After discussion, it was agreed they will not be able to assist with the town's request of inspections. Mrs. Cook-MacKenzie stated, the firm will continue to represent the town's Planning Commission regarding site plans and utility plans.

Mrs. Cook-MacKenzie reported she attended the 2022 St. Croix Bassmaster Tournament on Tuesday, September 6th through Saturday, September 10th at the North East Community Park.

Town Board Approved Minutes September 28, 2022

Mayor Kline advised the Board, he was so impressed with the entire event and he thoroughly enjoyed participating and hearing from the anglers and commentators about how much they have enjoyed our hospitality and the support of the community.

-UNFINISHED BUSINESS-

Compensation Rate Study

Mrs. Cook-MacKenzie distributed to the Board the final draft for the Request for Proposal (RFP), Compensation Rate Study. Mrs. Cook-MacKenzie is requesting the Board to review the document and refer any comments, no later than Monday, September 19, 2022.

-NEW BUSINESS-

Personnel Matters

Mrs. Cook-MacKenzie advised the Board, Patrol Officer, Sean Rickey gave his resignation on Friday, September 9, 2022 and will resume his career with the Cecil County Sheriff's Office. She also stated, there are two highly qualified officers that are being processed rapidly and she does not foresee the position being vacant for any length of time.

Mrs. Cook-MacKenzie distributed to the Board an Amendment for the Assistant Town Administrator job description along with introduction to the new position that was created for the Grant Writer/Project Manager. Mrs. Cook-MacKenzie requesting the Board to review the documents and refer any comments no later than Monday, September 19, 2022.

North East River Cruises

Mrs. Cook-MacKenzie distributed to the Board a brochure from the North East River Cruises. Captain, DJ Fasick is the founder and CEO of Coastal Enterprise Group, LLC and is requesting consideration from the town for his service. North East River Cruises offer Sunset Cruises, Sightseeing Tours and more. Mrs. Cook-MacKenzie advised the Board, the founder did attend a North East Economic Development Commission meeting and it was recommended by the Commission for the Board to consider this for the 2023 season.

Mayor Kline asked, if this service does move forward, and assuming the boat will be docked at the Town of North East Community Park, will the area of the dock be repaired prior to the commitment. Mrs. Cook-MacKenzie advised the Board, the vessel would be parked at a different location of the pier and/or this section of the finger pier would be placed out of service.

-MISCELLANEOUS-

Mayor Kline reminded the Board, there is a Charter review meeting, Thursday, September, 15, 2022 at 7:00 pm. He asked the Town Administrator if she could have the Clerk, Mabel Huber send out information regarding the topic of the meeting.

Mrs. Cook-MacKenzie advised the Board, Cecil County will be observing Trick or Treating on Monday, October 31, 2022 from 6-8; therefore, the Town will observe October 31st also.

Mrs. Cook-Mackenzie wanted to recognize Corporal, Bilton Morgan who is attending tonight's meeting in lieu of Chief Yates, for his "15 Years of Service", with the North East Police Department.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

-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 7:40 p.m.

Respectfully submitted,

ATTEST:

Stephanie Racine-Dean, Town Clerk

Michael Kline, Mayor