

MAYOR AND COMMISSIONERS

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

September 28, 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, Director of Planning and Zoning Betsy Vennell, Maintenance Supervisor Richard Gregg, Water Superintendent Ron Carter, Director of Finance Vonnie Stemen, 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 September 14, 2022 meeting, as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

-PUBLIC HEARING-

None

-APPOINTMENTS-

None

-GUESTS-

Captain, DJ Fasick, Founder and CEO of Coastal Enterprise Group, LLC, North East River Cruises

Captain, DJ Fasick is the founder and CEO of Coastal Enterprise Group, LLC, he is requesting the Board to consider his service at the North East Community Park for the 2023 Season. North East River Cruises offers unique and fun experiences on the water, including wedding festivities, being with family and friends or enjoying a sunset cruise. The goal is, to make memorable occasions and meeting the needs of the community. Mayor Kline asked, in addition to the docking facility, if there would be a need for a ticket booth. Captain Fasick

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stated yes, a small structure, not only to sell tickets, but an area for the crew to operate for all catering needs. Captain Fasick advised the Board, his enterprise is licensed for alcohol and their custom-built boat is U.S. Coast Guard inspected to carry up to 15 passengers with a licensed Captain and Mate.

After discussion, it was agreed by the Board for the Town Administrator to move forward with Captain, DJ Fasick's request for the 2023 season.

~~-PUBLIC COMMENT-~~

None

~~-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-~~

None

~~-ADOPTION OF RESOLUTIONS AND ORDINANCES-~~

Ordinance 2022-09-01 To amend the Town of North East Code of Ordinances existing Chapter 2 Government Organization, Article 4, Public Ethics, to comply with the requirements, Subtitle 8 of the State Public Ethics Law or COMAR 19A.04 as reflected in House Bills 363 and 1058.

Commissioner Mitchell made a motion to adopt Ordinance 2022-09-01, Commissioner Benson seconded the motion and the motion was approved by all.

Resolution 2022-09-01 To amend the job description of the Assistant Town Administrator/Human Resources Director to Assistant Town Administrator.

Commissioner Benson made a motion to adopt Resolution 2022-09-01, Commissioner Bernard-Dutton seconded the motion and the motion was approved by all.

Resolution 2022-09-02 To amend the progression scale for the Assistant Town Administrator/Human Resources Director to Assistant Town Administrator.

Commissioner Benson made a motion to adopt Resolution 2022-09-02, Commissioner Mitchell seconded the motion and the motion was approved by all.

Resolution 2022-09-03 To create job description for the Grant Writer/Project Manager.

Commissioner Benson made a motion to adopt Resolution 2022-09-03, Commissioner Mitchell seconded the motion and the motion was approved by all.

Resolution 2022-09-04 To create the progression scale for the Grant Writer/Project Manager.

Commissioner Crothers-Moore made a motion to adopt Resolution 2022-09-04, Commissioner Mitchell seconded the motion and the motion was approved by all.

Resolution 2022-09-05 To amend the job description of the Director of Finance.

Commissioner Crothers-Moore made a motion to adopt Resolution 2022-09-05, Commissioner Benson seconded the motion and the motion was approved by all.

-REPORTS-

Mayor Kline

Mayor Kline reported he attended the following meetings since the September 14, 2022 Town Board Meeting:

- Salute to Cecil County Veterans year end and the North East Charter Review on Thursday, September 15, 2022
- Virtual meeting regarding Emergency Response Protocol Safety Solutions (ERP) and CliftonLarsonAllen on Tuesday, September 20, 2022
- Transportation Plan Review and the North East Preserve Committee on Wednesday, September 21, 2022
- American Rescue Plan, (ARPA) with the Town Administrator and the Director of Finance to finalize the remainder of the funds on Thursday, September 22, 2022

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the North East Charter meeting on Thursday, September 15, 2022

Commissioner Mitchell

Commissioner Mitchell reported he attended the North East Charter meeting on Thursday, September 15, 2022

Commissioner Benson

Commissioner Benson reported he attended the North East Charter meeting on Thursday, September 15, 2022

Commissioner Benson reported he attended the North East Preserve Study Committee meeting on Wednesday, September 21, 2022

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the September 14, 2022 Town Board Meeting:

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- Virtual Critical Area training
- Entech, Engineer, Steve Riley and Water Superintendent, Ron Carter regarding various water projects
- North East Character Review
- Department Head
- Auditors, CliftonLarsonAllen LLP
- Al Wein regarding Artesian and the Interchange Connection to Route 40
- North East Preserve Committee
- American Rescue Plan, (ARPA) with the Mayor Kline and the Director of Finance to finalize the remainder of the funds
- Consultant Chris Frank, SCB Fields, Director of Planning, Betsy Vennell, Maintenance Supervisor, Rich Gregg and Circuit Rider, Julie Campagna regarding Turner Park
- Chief Yates and Maintenance Supervisor, Rich Gregg regarding signage on South Main Street
- Lecco Pipe Line Construction, Joe Tilley, Water Superintendent, Ron Carter and Director of Planning, Betsy Vennell regarding Public Works Inspections for the town
- Attorney General's office regarding the Public Information Act requests

Mayor Kline along with the Board set a date for the American Rescue Plan, (ARPA) Workshop, Thursday, October 6th at 6:30, with dinner provided.

Director of Finance

Mrs. Stemen entered into the record the list of payments issued since the last Board Meeting.

Mrs. Stemen reported the audit for Fiscal Year 2022-2023 is underway. The Auditors, CliftonLarsonAllen LLP who arrived the week of September 12, 2022, finished their field work and now is reviewing all documents. Mrs. Stemen advised the Board, they are on schedule with the audit and they have not expressed any concerns at this time.

Director of Planning and Zoning

Mrs. Vennell entered into the record the August 2022 Planning and Zoning Monthly report. In addition, Mrs. Vennell reported the following:

- North East Station and the former Waffle House site
- 16 occupancy permits in the month of August, 10 permits in Ridgely Forest, 5 permits out of the corporate limit, Chesapeake Club
- 3 occupational licenses:
 - 1 on South Main Street
 - 2 in West Street Village
- Ridgely Forest total occupancy is at 411 homes with an additional 150 for new home construction

Mrs. Cook-MacKenzie reported on Wednesday, October 5, 2022 the Chesapeake Club is on the Technical Advisory Committee (TAC) agenda for 762 residential units. Mrs. Cook-MacKenzie advised the Board, this will affect the town, regarding the supply of water to this area.

Maintenance Supervisor

Mr. Gregg entered into the record the August 2022 Monthly Report for the Town of North East Maintenance Department. In addition, Mr. Gregg reported the following:

- Curb painting on Beech Street
- Municipal Parking lot will be painted prior to the cold weather
- Large bulk pick-up for the month of August took several more days than prior months
- Sanitation trash bins are being requested more than usual, supply chain issue
- State Highway Administration (SHA) has been contact regarding the old signs from the bridge project, Route 272 over AMTRACK
- Several ongoing projects, pavilions and electric in the North East Community Park
- Gateway Drive repair is completed

Mayor Kline asked if there was any progress regarding the paving in the park. Mrs. Cook-MacKenzie stated she along with town staff, will be meeting with contractors next week.

Chief of Police

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

- All Officers completed the body cam training that went into effect on September 1, 2022 and is going very well
- Received a letter from Department of Emergency Services (DES), Corporal Goodyear will be honored on Wednesday, October 19, 2022 at the North East Fire Company for the Career Volunteer & Citizen Recognition Ceremony
- Coffee with Cops will be held on Wednesday, October 5, 2022 at the Cecil County Senior Center

Water Plant Superintendent

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

- No issue with chemicals for the water treatment plants but only have available 2 meters with a shipment being received in any day
- The Chesapeake Club is done with construction at this time, while Ridgely Forest is still building
- ENERWA toured the water treatment plant on Monday, September 26, 2022

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

None

-MISCELLANEOUS-

Mayor Kline reminded the Board the Town of Chesapeake City will be hosting the quarterly meeting of the Cecil-Harford Chapter of Maryland Municipal League on Thursday, October 20, 2022 at Schaffer's Canal House, 208 Bank Street. Mayor Kline stated he will be attending the event, if any other Board Members would like to go, please R.S.V.P. to the Town Clerk.

Mrs. Cook-MacKenzie handed out to the Board a revised Organizational Chart along with a Memorandum regarding affirming appointments and re-affirm the chain of command. Mrs. Cook-MacKenzie stated she will refer this information to all Department Heads at their next meeting.

-APPROPRIATIONS-

A motion to approve Requisition R3-000370 to Hertrich Fleet Service in the amount of \$36,490.00 for 2022 Ford Police Interceptor was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

A motion to approve Requisition R3-000371 to Hertrich Fleet Service in the amount of \$83,670.00 for (2) 2022 Ford Police Interceptor was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R3-00403 to Local Government Insurance in the amount of \$49,413.40 for October 2022 Health Care Insurance was made by Commissioner Mitchell, seconded by Commissioner Benson and 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 8:25 p.m.

Respectfully submitted,

ATTEST:

Stephanie Racine-Dean, Town Clerk

Michael Kline, Mayor