

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

**August 24, 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 August 10, 2022 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all. Mayor Kline abstained due to he was not present at the August 10, 2022 meeting.

**-PUBLIC HEARING-**

None

**-APPOINTMENTS-**

None

**-GUESTS-**

None

**-PUBLIC COMMENT-**

None

Town Board Approved Minutes September 14, 2022

**~~-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-~~**

None

**~~-ADOPTION OF RESOLUTIONS AND ORDINANCES-~~**

None

**~~-REPORTS-~~**

Mayor Kline

Mayor Kline reported he attended the following meetings since the August 10, 2022 Town Board Meeting:

- Executive Session on Thursday, August 11, 2022
- Town Administrator, Melissa Cook-MacKenzie and Assistant Town Administrator, Robb Carey on Friday, August 12, 2022
- Celebration of Cecil County's Economic Growth & Opportunities Event on August 17, 2022 at the Dry 85 OC, 12 48<sup>th</sup> Street Ocean City, Maryland.
- Town Administrator, Melissa Cook-MacKenzie meeting on Monday, August 22, 2022 regarding several ongoing projects
- ENERWA meeting on Monday, August 22, 2022

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Executive Session on Thursday, August 11, 2022.

Commissioner Mitchell

Commissioner Mitchell reported he attended the Executive Session on Thursday, August 11, 2022.

Commissioner Benson

Commissioner Benson reported he attended the Executive Session on Thursday, August 11, 2022.

Town Administrator

Mrs. Cook-MacKenzie reported the grant application for the playground equipment at the North East Community Park was submitted today, to the Maryland Department of Natural Resources Community Parks and Playground Program, in the amount of \$156,716.00 for fiscal year 2024. Mrs. Cook-MacKenzie also advised the Board, the previous outdoor fitness

equipment project that was proposed by the North East Rotary, was submitted to the Planning Commission for review and they are very excited to move forward with the project.

Mrs. Cook-MacKenzie reported the town has been officially notified of the grant funding for the Circuit Rider position which will be extend into fiscal year 2023. The current Circuit Rider, Julie Campagna has not chosen to extended her contract beyond this first year, Julie has taken a part-time position with the Town of Charlestown. Mrs. Cook-MacKenzie along with the Director of Planning, Betsy Vennell and Bryan Lightner, Town Administrator of Charlestown have been reviewing the job description of the Circuit Rider, for advertising.

Mrs. Cook-MacKenzie reported she attended the following meetings since the August 10, 2022 Town Board Meeting:

- Sandy Turner, Cecil County Tourism Coordinator regarding the Bass Tournament in September 2022
- Several meetings with Circuit Rider, Julie Campagna and Director of Planning, Betsy Vennell regarding grant applications
- Entech, Engineer, Steve Riley and Water Superintendent, Ron Carter regarding various water projects
- Auditors, CliftonLarsonAllen LLP
- Brandon Boas, Grunge Muffin regarding the town's website
- Carmen Simonelli, Director of Emergency Response Protocol Security Company (ERP)
- Jeff Isaacs and Kevin Kline from the North East Fire Department regarding the 100<sup>th</sup> Anniversary Parade on Saturday, October 15, 2022
- Mayor Kline regarding several ongoing projects
- Department Head meeting
- Staff kickoff meeting with YSM, the consultant hired for the North East Preserve
- Water Superintendent, Ron Carter, Director of Planning, Betsy Vennell and EN Engineering regarding site plan review, utility plan review and inspections
- The Benecon Group regarding staff benefits

#### Director of Finance

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

Mrs. Stemen advised she is here tonight to respond to any questions regarding the upcoming requisitions listed for tonight's meeting.

#### Director of Planning and Zoning

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

- Receiving more permit requests for renovations such as decks and fences

- Weekly inspections are higher than usual due to renovations without permits in Ridgely Forest
- Construction is up for the month of July 2022, three single family homes have been built

#### Maintenance Supervisor

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

- Painting driveway curbs throughout the town
- North East Community Park and the Municipal Restroom signs are almost completed
- Received from Cecil County, 2021 Recyclables and Source Reduction Achievement Award
- Working with the Town Administrator to obtain estimates for the Crouch Pavilion and the asphalt that needs to be replaced along the walking path and the parking lot at the Jackson House at the North East Community Park

Mayor Kline asked for an update regarding a previous conversation regarding Pickleball Courts at Turner Park. Mrs. Cook-MacKenzie stated this would be through a grant application process, which the Circuit Rider is pulling this information together, this would be considered as a future project due to the time frame of the grant.

Commissioner Benson had a request to meet with town staff regarding signage on South Main Street. Mrs. Cook-MacKenzie suggested that Chief Yates be involved, due to some of the signs being traffic control and directional.

#### Chief of Police

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

- The Triathlon was held on Sunday, August 21, 2022 at the North East Community Park was a success. After the event, he spoke with the organizer, Greg Hawkins, Kinetic Multisport regarding the bike route for next year's event, which will be held on Sunday, August 20, 2023
- There has been a milestone at the Police Department, after pricing body cams for a year, the officers will be going live, Thursday, September 1, 2022. Chief Yates advised, his department is two years ahead of schedule with the Maryland State House Bill 670 mandate

#### Water Plant Superintendent

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

- Mayor Kline asked if the raw water turbidity of 7.52 NTU is typical for this time of year. Mr. Carter stated it varies, due to the storms the last month, it is typical
- Towns supply of water meters and crocks are stable at this time along with chemicals

**-UNFINISHED BUSINESS-**

None

**-NEW BUSINESS-**

Ridgeley Forest, Final Plat One & Final Plate Two of Section 2/Tilia Drive: Deed of Conveyance, Water Utility, Road and Storm Drains

Mrs. Cook-MacKenzie presented a Deed of Conveyance, Water Utility, Road and Storm Drains Request for Ridgeley Forest, Final Plat One & Final Plat Two Section 2, Tilia Drive.

Ridgeley Forest, Final Plat Section 3A/Tilia Drive & Magnolia Drive: Deed of Conveyance, Water Utility, Road and Storm Drains

Mrs. Cook-MacKenzie presented a Deed of Conveyance, Water Utility, Road and Storm Drains Request for Ridgeley Forest, Final Plat Section 3A, Tilia Drive & Magnolia Drive.

A motion to approve both Deed of Conveyance, Water Utility, Road and Storm Drains, Ridgeley Forest, Final Plat One & Final Plate Two of Section 2 and Final Plat Section 3A, Tilia Drive & Magnolia Drive with the recommendation by the Town Administrator and the Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

Personnel Matter

Mrs. Cook-MacKenzie gave the Board a follow-up regarding the status of the fulltime position that is still open in the Maintenance Department. After discussion with the Maintenance Supervisor, we have filled this position with an emergency appointment, no longer than 60 days, working only 480 hours and or, a fulltime employee is hired.

Mrs. Cook-MacKenzie gave information to the Board regarding the Request for Proposal (RFP), Compensation Rate Study. Mrs. Cook-MacKenzie asked the Board to look at the information, and please refer any questions prior of the next town board meeting.

**-MISCELLANEOUS-**

Mrs. Cook-MacKenzie wanted to thank all who was involved in referring general contractor information for the old North East Library. Mrs. Cook-MacKenzie stated she along with Chief Yates did meet with a contractor on site, it was decided this project will have to be formally bid out to the public.

Mrs. Cook-MacKenzie wanted to let the Board know, one of our staff members, Christine Moran, brother passed away, unexpectedly today.

Town Board Approved Minutes September 14, 2022

**-APPROPRIATIONS-**

A motion to approve Requisition R2-02153 to Local Government Insurance in the amount of \$12,637.32 for Michael Long Fiscal Year 2022 Health Insurance was made was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

A motion to approve Requisition R3-00211 to Local Government Insurance in the amount of \$54,238.44 for September 2022 Health Care Insurance was made was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

**-BUSINESS FROM THE FLOOR-**

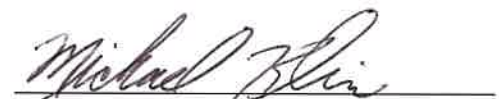
**-ADJOURNMENT-**

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 7:45 p.m.

Respectfully submitted,

ATTEST:

  
Stephanie Racine-Dean, Town Clerk

  
Michael Kline, Mayor