

**MAYOR AND COMMISSIONERS**

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

**October 26, 2022**

The Town Meeting was called to order by Vice Mayor Hilary Crothers-Moore at 7:01 P.M. Present were Commissioners 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 Planning and Zoning Assistant Lisa Rhoades. Mayor Mike Kline was absent due to being out of town and Catherine Bernard-Dutton was absent due to a family emergency.

A moment of silence was observed.

Mrs. Cook-MacKenzie read in to the record, Charter of the Town of North East, Article IV. The Mayor, Section 404. Powers and Duties, Paragraph 4. (attached)

**-OATH OF OFFICE-**

North East Police Department Patrol Officer Matthew Malina

Vice-Mayor Crothers-Moore administered the Oath of Office to Patrol Officer Matthew Malina.

**-APPROVAL OF MINUTES-**

October 12, 2022 – Regular Meeting Minutes

The October 12, 2022 will be moved to the November 9, 2022 Board meeting agenda.

January 12, 2022-Amend Minutes for Closed Session

The January 12, 2022-Amended Minutes for the Closed Session will be moved to the November 9, 2022 Board meeting agenda.

**-PUBLIC HEARING-**

None

**-APPOINTMENTS-**

None

Town Board Approved Minutes November 21, 2022

**-GUESTS-**

Ms. Heather Dunigan, Principal Planner, WILMAPCO-Regional Transportation Plan

Ms. Dunigan distributed the WILMAPCO 2023 Update Overview of Draft Policies and Projects, 2050 Regional Transportation Plan. (attached) The next update will be adopted in March 2023.

Commissioner Benson inquired what the East Coast Greeway consists of and Ms. Dunigan replied that it is a combination of sidewalks and trails that one day will connect all of the states from Maine to Florida.

**-PUBLIC COMMENT-**

None

**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

None

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

None.

**-REPORTS-**

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the following meetings or events since the October 12, 2022 Board meeting:

- Maryland Municipal League Dinner, Thursday, October 20, 2022 at Schaeffer's Canal House Restaurant, Chesapeake City, Maryland.
- American Rescue Plan, (ARPA) workshop, Monday, October 26, 2022 at the North East Town Hall.
- North East Halloween Party held at the North East Community Park, Saturday, October 22, 2022 and was a judge for the costume contest.

Commissioner Mitchell

- Commission Mitchell reported that he attended the American Rescue Plan, (ARPA) workshop, Monday, October 26, 2022 at the North East Town Hall.

Commissioner Benson

Commissioner Benson reported he attended the following meetings or events in October:

- North East Chamber Meeting, Tuesday, October 11, 2022 at the North East Town Hall.

- Maryland Municipal League Dinner, Thursday, October 20, 2022 at Schaeffer's Canal House Restaurant, Chesapeake City, Maryland.
- American Rescue Plan, (ARPA) workshop, Monday, October 26, 2022 at the North East Town Hall.

#### Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the October 12, 2022 Town Board Meeting:

- Weekly meetings with Rich Gregg, Maintenance Supervisor regarding various projects.
- Weekly meetings with Mabel Huber and Stephanie Dean, Head Clerk.
- Interviews for the open Maintenance Position with candidates and Rich Gregg.
- Interview and orientation with Patrol Officer Matthew Malina and Stephen Yates, Chief of Police.
- North East Chamber meeting regarding 2<sup>nd</sup> Fridays at the North East Town Hall.
- Departement Head meeting on October 18, 2022.
- Cecil County Parade Meeting, October 18, 2022 at the North East Town Hall.
- Charter Review Meeting, October 19, 2022 at the North East Town Hall.
- Mayor Mike Kline.
- Karen Schaeffer, circuit rider and Betsy Vennell, Director of Planning
- Soltesz
- Benecon regarding medical insurance.
- Personnel Manual updates.
- 2022 Cecil County Christmas Parade Meeting, Tuesday, October 18, 2022.
- ENTECH Engineering, Steve Riley and Water Superintendent, Ron Carter regarding various ongoing projects.
- North East Preserve Committee.
- American Rescue Plan, (ARPA) workshop, Monday, October 26, 2022 at the North East Town Hall.
- Lecco Excavating, Joe Tilley, Water Superintendent, Ron Carter and Director of Planning, Betsy Vennell regarding Public Works Inspections for the town

#### Director of Finance

- Mrs. Stemen reported she is in the final stages of completing the audit.
- Department Head Meeting.

#### Director of Planning and Zoning

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

- Planning Commission met September 6, 2022, Ridgely Forest Development Builder, Ryan Homes requested a housing unit change for Section 5B. The Planning

Commission denied the request, however, Ryan Homes has requested to come back in November with another proposal.

- North East Station has two items on the November Planning Commission Agenda, Concept Site Plan for Lot 1 and Final Site Plan for Lot 4 (former Waffle House site)
- Meeting with the new circuit rider, Karen Schaeffer and Town Administrator, Melissa MacKenzie.
- Department Head Meeting.
- 2022 Cecil County Christmas Parade Meeting, Tuesday, October 18, 2022.
- Critical Area Training.
- American Rescue Plan, (ARPA) workshop, Monday, October 26, 2022 at the North East Town Hall.

#### Maintenance Supervisor

Mr. Gregg reported the following:

- Several meetings have been scheduled with vendors for various projects however, there has been difficulty in finding and securing a reliable vendor.
- North East Halloween Party held at the North East Community Park, Saturday, October 22, 2022. Maintenance Department made two photo boards for the event.
- Interview for maintenance position with candidate and the Town Administrator.
- The new truck on order, has not yet been delivered.
- The electric has been repaired in the Crouch Pavilion at the North East Community Park.

Commissioner Benson inquired about the “wish list” items Mr. Gregg would like considered for the ARPA funds. Mr. Gregg commented on the following items:

- The Maintenance Department currently only has one zero turn mower. Therefore there is a need for additional mowing equipment which would cut down on mowing time significantly.
- A storage container is needed, due to loss of storage areas such as the red barn, to store decorations such as Christmas wreaths and special event items.
- The Old Town Lock-Up restoration would be an asset to the Town.
- A trash truck would be beneficial during special events and bulk trash pick-up.
- Additional electric outlets for the park would be helpful during special events.

#### Chief of Police

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

- Maryland Chiefs of Police Association Conference, September 11-13, 2022 Ocean City Maryland.
- Lieutenant Hickory attended an Inspired Leadership class at the Maryland Chiefs of Police Association Conference, Ocean City Maryland

- Department of Emergency Services (DES), honored Corporal Goodyear on Wednesday, October 19, 2022 during the Career Volunteer & Citizen Recognition Ceremony held at the North East Fire Company.
- Officer Fabri will be given the Mothers Against Drunk Driving (MADD) Award, November 15, 2022 for the number of Driving Under the Influence (DUI) arrests over the past 12 months.
- Officer Fabri will also be the recipient of the First Responder Award, November 16, 2022 in Perryville, Maryland.
- All officers completed the Fall Firearms Session.
- North East Rotoary Club, North East Chamber and the North East Police Department are working together on a fundraiser “Operation Warm-Coats for Kids” and will be trying to raise \$3,500.00 for approximately 150 children’s coats.
- “Shop with Cop” event has been cancelled for this year.
- Two new Ford Explorers were delivered Monday, October 24, 2022 and will be sent out for stripping next week. Also the pick-up truck has been built and will be delivered soon.

#### Water Plant Superintendent

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

- Meter stock has improved and there are 175 additional meters on order.
- Water Plant is still waiting on their new truck.
- The Chesapeake Club’s utility construction is complete.
- Ridgely Forest is still under construction.

Commissioner Benson inquired about the “wish list” item Mr. Carter would like considered for the ARPA funds. Mr. Carter commented on the following item:

Tank ladder: the tank is approximately 45 feet in height and was built without a ladder. Mr. Carter stated that in the past the Town has had to rent equipment to reach the top of the tank. Commissioner Benson inquired if there was another piece of equipment that would accomplish the same result and could be utilized for other uses within the Town, such as a scissor lift. Commissioner Mitchell suggested a bucket truck and Mr. Carter replied it would depend on the type and height it could reach. Commissioner Benson stated a bucket truck could also be used for hanging Christmas wreaths, changing light bulbs, flags and many other things.

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

None

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

Town Board Approved Minutes November 21, 2022

DK North East Station, LLC: Lot 1, Tax Map 0031B; Parcel 1314 – Water Allocation Request for Seven Equivalent Residential Units

Mrs. Cook-Mackenzie presented a Water Allocation Request for DK North East Station, LLC for Lot 1 at North East Station Shopping Center for (7) Seven Equivalent Residential Units for a single use.

A motion to approve the Water Allocation request of (7) Seven Equivalent Residential Units with the recommendation of the Town Administrator and Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

DK North East Station, LLC: Lot 4, Tax Map 0031B; Parcel 1314 – Water Allocation Request for (10) Ten Equivalent Residential Units

Mrs. Cook-Mackenzie presented a Water Allocation Request for DK North East Station, LLC for Lot 4 at North East Station Shopping Center for (10) Ten Equivalent Residential Units.

A motion to approve the Water Allocation request of (10) Ten Equivalent Residential Units with the recommendation of the Town Administrator and Planning and Zoning Office was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

North East Chamber of Commerce Special Event Application –November 11, 2022

Mrs. Cook-Mackenzie stated this is the 2<sup>nd</sup> request and would be for the same event previously approved, 2<sup>nd</sup> Friday's. (application attached) It appears that this event may be a repeating monthly event.

Commissioner Benson made a motion to approve the Special Event Application for a monthly event, for the next 6 months, beginning in November under the following conditions:

- The Board reserves the right to request the applicant to come before the board should there be an unapproved change in the event from the approved application, complaints or a change in the special event regulations.

Commissioner Mitchell seconded the motion and approved by all.

Mrs. Cook-MacKenzie presented the following three work orders to the Board to review for the November 9, 2022 Board meeting.

- ENTECH Engineering Work Order 4201-EWO-11920 Rolling Mill WTP Solids Handling Facility Feasibility Study - \$38,300.00

- ENTECH Engineering Work Order 4201-EWO-11957 Powder Activated Carbon @ Rolling Mill & Leslie WTP's
- ENTECH Engineering Work Order 4201-EWO-12253 Town Hall New Roofing System for design and bidding.

**-MISCELLANEOUS-**

November 23, 2022 Mayor and Commissioners Board Meeting

Commissioner Mitchell made a motion to reschedule the November 23, 2022 Board meeting to Monday, November 21, 2022. Commissioner Benson seconded the motion and approved by all.

**-APPROPRIATIONS-**

A motion to approve Requisition R3-00609 to Local Government Insurance in the amount of \$49,413.40 for November 2022 Health Care Insurance was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

A motion to approve Requisition R3-00642 to Edmunds GOVTECH-2023 Software Maintenance in the amount of \$27,435.31 was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

A motion to approve Requisition R3-00698 to Derstine Company, LLC Application for Payment No. 6- Storage Tank Mixer Project No. 4201.02 in the amount of \$85,300.00 was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

**-BUSINESS FROM THE FLOOR-**

None

**-ADJOURNMENT-**

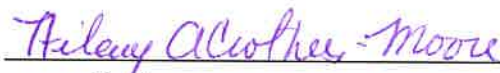
With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

ATTEST:



Lisa Rhoades, Planning & Zoning Assistant



Hilary Crothers-Moore, Vice-Mayor