

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

November 9, 2022

The Town Meeting was called to order by Mayor Kline at 7:06 P.M. Present were Commissioners Hilary Crothers-Moore and Catherine Bernard-Dutton. Also present were Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Commissioners Kelly Benson and Raymond Mitchell.

A moment of silence was observed.

-OATH OF OFFICE-

None

-GUESTS-

Proclamations, North East Maintenance Department

Mayor Kline presented to the Board, a Proclamation to Thomas Berstler and Bryce Huse, Town of North East Maintenance Department for their honesty and integrity they demonstrated on September 29, 2022. While in the North East Community Park, performing their duties, they observed a wallet sitting on a picnic table at the Crouch Pavilion. After determining the wallets owner, Mr. James Miller, they returned his vital personal information and his \$1,500.00 without hesitation.

-APPROVAL OF MINUTES-

The amended minutes for the January 12, 2022 meeting, were not approved due to the lack of quorum which would be determined by the Commissioners that were in attendance at that board meeting.

A motion to approve the minutes of the October 12, 2022 meeting, as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

The minutes for the October 26, 2022 meeting, were not approved due to the lack of quorum which would be determined by the Commissioners that were in attendance at the last board meeting.

Town Board Approved Minutes December 14, 2022

A motion to approve the minutes of the October 24, 2022, American Rescue Plan Act, (ARPA) Workshop meeting, as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-PUBLIC HEARING-

None

-APPOINTMENTS-

None

-PUBLIC COMMENT-

None

-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 October 26, 2022 Town Board Meeting:

- National Association for the Advancement of Colored People (NAACP) Banquet, Saturday, November 5, 2022, Schaefer's Canal House, 208 Bank Street, Chesapeake City
- Town Administrator, Melissa B. Cook-MacKenzie, Monday, November 7, 2022 regarding ongoing projects
- North East Preserve Open House, Monday, November 7, 2022
- Cecil County Christmas Parade, Wednesday, November 9, 2022

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Shipwrecked event on Monday, October 31, 2020 along with handing out candy at the North East Town Hall. In addition, Commissioner Crothers-Moore reported the following:

- Planning Commission, Tuesday, November 1, 2022
- North East Preserve Open House, Monday, November 7, 2022

Commissioner Bernard-Dutton

None

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the October 26, 2022 Town Board Meeting:

- Interviewed a candidate for the North East Maintenance Department, Joshua Choplinsky and was hired, with his first day of employment, Monday October 31, 2022
- Maintenance Supervisor, Rich Gregg
- Stephanie Dean, Town Clerk and Mabel Huber, Clerk
- Steven Riley, ENTECH Engineering, and Ron Carter, Water Plant Superintendent, regarding ongoing water projects
- Several calls with Soltesz LLC regarding the submission of the Municipal Separate Storm Sewer System Permit (MS4)
- Karen Schaeffer, Circuit Rider and Betsy Vennell, Director of Planning, on the Safe Schools Project on Cecil Avenue
- Virtual meeting with Benecon Group regarding medical insurance
- Orientation with Patrol Officer Matthew Malina, North East Police Department
- Robert Crouch regarding the Santa House on "The Green"
- Department Head
- North East Chamber of Commerce regarding 2nd Fridays & Winter Light Cecil Nights

Mrs. Cook-MacKenzie reported she attended the Local Government Insurance Trust (LGIT) Annual meeting on Thursday, November 3, 2022, in which they recognized and awarded Corporal Goodyear, recipient of the Safety Award.

Mrs. Cook-MacKenzie advised the Board, the North East Preserve Open House went very well with an attendance of 54 residents. Mrs. Cook-MacKenzie stated it was a great opportunity to speak with directly and hearing their positive comments.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

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

A motion to approve Work Order 4201-EWO-11920 to ENTECH Engineering in the amount of \$38,300.00 for the Rolling Mill Water Treatment Plant Solids Handling Facility Feasibility Study was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

Town Board Approved Minutes December 14, 2022

ENTECH Engineering Work Order 4201-EWO-11957 Powder Activated Carbon @ Rolling Mill & Leslie WTP's - \$98,100.00

A motion to approve Work Order 4201-EWO-11957 to ENTECH Engineering, paying over the next two fiscal years in the amount of \$98,100.00 for the Powder Activated Carbon at the Rolling Mill and Leslie Water Treatment Plants was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

ENTECH Engineering Work Order 4201-EWO-12253 Town Hall New Roofing System for design and bidding.

Mrs. Cook-MacKenzie presented to the Board Work Order 4201-EWO-12253 to ENTECH Engineering in the amount of \$17,800.00 for the New Roof System at the North East Town Hall. Mrs. Cook-MacKenzie stated to the Board, this Work-Order is for review only, she will be meeting with Steven Riley, ENTECH Engineering to go over the biddable plans and specifications to try and lower the cost without any risks or liabilities to the town.

Ms. Kerry Shallis, 315 West Cecil Avenue, North East re: Burn Permit, Section 7-103 of the Code of Ordinance

Mrs. Cook-MacKenzie presented to the Board, Burn Permit, Section 7-103 of the Code of Ordinance for Ms. Kerry Shallis, 315 West Cecil Avenue, North East. She also presented pertinent information and history regarding the old Barrett Farm. Also, in attendance, during the burn permit process, the North East Fire Company, this will serve as a training exercise for their volunteers. Mrs. Cook-MacKenzie thanked the Town Clerk, for her assistance with Ms. Kerry Shallis and the North East Fire Department.

A motion to approve the Burn Permit Section 7-103 of the Code of Ordinance with two conditions, as presented by the Town Administrator. Receive an approved burn permit from the Cecil County Health Department and a letter from the North East Fire Company stating they will assist with the controlled burn was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-MISCELLANEOUS-

Mayor Kline read into the record a letter from Ms. Am McLellan, 107 North East Isles Drive, North East regarding her concerns as to the large number of drivers not abiding by the speed limit in her community. The speed limit is now 25 miles per hour but suggested it to be lowered and for the town to consider speed bumps that can removed in the winter months due to snow plowing.

Mrs. Cook-MacKenzie suggested to Lieutenant Hickey, who attended tonight's meeting, to set up radar for data regarding Ms. McLellan concerns. Lieutenant Hickey advised if the speed limit is lowered below 25 miles per hour, Maryland Law, only allows to enforce the speed to 25 miles per hour, if it is lowered to 15 miles per hour, no citations can be given. Mrs. Cook-MacKenzie than stated, speed bumps in the corporate limit does not meet the code for the Town of North East. Mayor Kline requested for the administration office to send a letter to Ms. McLellan to advise, the town will look into a solution for her request.

Mrs. Cook-MacKenzie reminded the Board, the next town board meeting which was scheduled for Wednesday, November 23, 2022 will be moved to, Monday November 21, 2022 at 7:00 pm due to the Thanksgiving Holiday.

Mayor Kline advised the Board, he will be giving town staff, the day after Thanksgiving, Friday, November 25th off as a holiday.

Town Clerk, Stephanie Racine-Dean told the Board there is a donation box for, Toys for Tots 75th Anniversary, located in the lobby of town hall. This program, run by the United States Marine Corps Reserve, collects new unwrapped toys and distributes those toys to less fortunate children at Christmas.

Lieutenant Hockey advised the Board, Shop with a Cop, Cecil County, Inc. has cancelled their annual event and will be disbanding indefinitely in the State of Maryland. This was a non-profit corporation, founded in February 2015, offering less fortunate children to spend a day with a Cop shopping for toys, clothing and other gifts to put under the Christmas tree.

-APPROPRIATIONS-

Town of North East 2022 Christmas Bonus

Ms. Cook-MacKenzie presented to the Board, Town of North East 2022 Christmas Bonuses which is in accordance with the Personnel Manual and the budget. Mrs. Cook-MacKenzie advised the board, no changes have been made to the calculations.

Commissioner Crothers-Moore made a motion to approve the 2022 Christmas Bonuses. Commissioner Bernard-Dutton seconded the motion and the motion was approved by all.

Ms. Cook-MacKenzie thanked the Board for approving the Town of North East 2022 Christmas Bonus earlier than previous years and the generosity to the town staff for their hard work.

-BUSINESS FROM THE FLOOR-

None

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 7:54 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor