

MAYOR AND COMMISSIONERS

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

February 22, 2023

The Town Meeting was called to order by Mayor Michael Kline at 7:00 P.M. Present were Commissioners Hilary Crothers-Moore, Catherine Bernard-Dutton, Raymond Mitchell and Kelly Benson. Also present were Police Chief Stephen Yates, Maintenance Supervisor Rich Gregg, Water Superintendent Ron Carter, Director of Planning and Zoning Betsy Vennell, Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean.

A moment of silence was observed.

-PINNING CEREMONY-

John G. Fakner, the son of Corporal John R. Fakner awarded and pinned his father, who earned Rank of Sergeant with the North East Police Department.

-OATH OF OFFICE-

Mayor Kline administered the Oath of Office to Judy Duffy, she was re-appointed to the North East Planning Commission on February 8, 2023. Her term expires March 12, 2028

-APPROVAL OF MINUTES-

A motion to approve the minutes of the February 8, 2023 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all. Commissioner Benson abstained because he was absent from the meeting.

-PUBLIC HEARING-

None

-APPOINTMENTS-

None

-GUESTS-

Upper Bay Museum Grant - Ms. Lori Bouchelle, Upper Bay Museum LTD, Secretary – Maryland Historical Trust Grant

Town Board Approved Minutes March 8, 2023

Ms. Lori Bouchelle presented to the Board, a request to apply for a Capital Grant from the Maryland Historical Trust to repair and refinish the concrete floor in the historic H.L. Harvey Fish House, 219 West Walnut Street North East. Since this property is owned by the Mayor and Commissioners of North East, the Upper Bay Museum LTD needs consent with several items before moving forward with the grant.

- A letter from the property owner indicating consent to the project and a consent of easement to Maryland Historical Trust. This letter must be submitted even if the applicant and property owner are the same and if the property has already conveyed a preservation easement to the Maryland Historical Trust.
- Letters of Support from elected officials(s) and other individuals from the project's local jurisdiction, others may come from community leaders, partners, subject matter experts or state representatives.

Mayor Kline assured Ms. Lori Bouchelle, he fully supports the Upper Bay Museum LTD to apply for the Maryland Historical Trust Grant and all letters of support will be provided by the board prior of the March 15, 2023 deadline.

A motion to approve the authorization for the Upper Bay Museum LTD to move forward with the Capital Grant from the Maryland Historical Trust was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

~~-PUBLIC COMMENT-~~

None

~~-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-~~

None

~~-REPORTS-~~

Mayor Kline

Mayor Kline reported he attended the following meetings since the February 8, 2023 Town Board Meeting:

- Emergency Response Protocol Security Company (ERP) along with town staff and later in the evening, North East Chamber Commerce Awards Reception, Wednesday, February 15, 2023
- North East Preserve Steering Committee meeting and the Cecil County Salute to Veterans Board meeting, via ZOOM, Tuesday, February 14, 2023

Mayor Kline reported he has had several conversations with Mr. Robert Crouch regarding the Santa House on South Main Street. Mr. Crouch made it abundantly clear, he would like this structure that is owned by the town, removed from his property (The Green). Mayor Kline advised the Board, the building is in the process of being removed and the town staff are moving forward to find a new location for the Santa House.

Town Board Approved Minutes March 8, 2023

Mayor Kline reported he attended a meeting on Tuesday, February 21, 2023 with Maryland Department of the Environment (MDE) along with the Town Administrator, Melissa Cook-MacKenzie and Ben Mouser from Soltesz LLC on the progress of the Maryland Separate Stormwater System (MS4) Permit. Mayor Kline stated the meeting was very productive and he is confident the town has a good handle on the process of moving forward with the project.

Mayor Kline reported he attended a meeting on Wednesday, February 22, 2023 along with the Town Administrator, Melissa Cook-MacKenzie, Director of Planning, Betsy Vennell and Planning & Zoning Assistant, Lisa Rhoades along with the owner of property, Wendy Messenger of 104 Water Street, North East on the possibility of purchasing the property.

Commissioner Crothers-Moore

None

Commissioner Bernard-Dutton

None

Commissioner Mitchell

None

Commissioner Benson

Commissioner Benson reported he attended the North East Preserve Steering Committee meeting on Wednesday, February 15, 2023.

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the February 8, 2023 Town Board Meeting:

- Town's attorney, David Beste, regarding, acquiring the right-away behind town hall, of 106 South Main Street and the "no man's land", which is adjacent to the North East Preserve property
- Several meetings with the Maintenance Supervisor, Rich Gregg
- Election on Monday, February 13, 2023 and submitted to the Election Clerk of Cecil County the results of the election
- Town Hall staff on Tuesday, February 14, 2023
- Upper Bay Museum LTD, Lori Bouchelle, Secretary
- Emergency Response Protocol Security Company (ERP) along with town staff and later in the evening, North East Chamber Commerce Awards Reception, Wednesday, February 15, 2023
- Discussions regarding the Santa House and moving forward. A letter was sent to Mr. Robert Crouch about restoring the grounds on his property
- Staff meeting with Town Clerk and Clerk
- Working on the Comp Plan with Director of Planning and Zoning

Town Administrator, Melissa Cook-MacKenzie reported she attended a meeting on Tuesday, February 21, 2023 with Maryland Department of the Environment (MDE) along with Mayor Kline and Ben Mouser from Soltesz LLC on the progress of the Maryland Separate Stormwater System (MS4) Permit. The Town Administrator stated at the next scheduled board meeting there will be an Ordinance Amendment for introduction only to the Stormwater Water Management regulations. This will be a lengthy document and will be sent to the Board to review in case there are any questions prior of the meeting.

Mrs. Cook-MacKenzie reported she has been in contact with an Eagle Scout who will be working on a project for the town. This will consist of painting fire hydrants in the communities of Chesapeake Club and De la Plane Community.

Mrs. Cook-MacKenzie reported she attended a Local Emergency Planning Committee (LEPC) and Homeland Security Emergency Response Committee (HERC) meeting with Chief Yates at the Cecil County Department of Emergency Services (DES).

Mrs. Cook-MacKenzie reported the Earmark that was submitted to Senator Chris Van Hollen and Senator Ben Cardin's office for the SCADA system in the amount of \$798,835.00. This has to be submitted in a portal with additional information that has been requested. Mrs. Cook-MacKenzie stated a draft has been completed and the documents will be submitted by the due date of March 3, 2023.

Director of Finance

Mrs. Stemen entered into the record the list of payments issued since the last Board Meeting In addition Mrs. Stemen reported the following:

- The Fiscal Year 2024 Budget has begun

Director of Planning and Zoning

Mrs. Vennell entered into the record the January 2023 Planning and Zoning Monthly report. In addition, Mrs. Vennell reported the following:

- The Planning Commission re-elected Mark Dobbins as Chairman and Judy Duffy as Vice-Chairman
- Several Public Works Agreement renewed
- Water Service Agreements executed
- 22 new permits, Ridgely Forest in the month of January
- 28 Permit Invoices, 23 Connection Fees & Major Facility
- Maryland Department of Planning regarding the Comprehensive Plan

Maintenance Supervisor

Mr. Gregg entered into the record the January 2023 Monthly Report for the Town of North East Maintenance Department. In addition, Mr. Gregg reported the following:

- Found a cement contractor for repairs to the 3 storm-bases in Duck Harbour and pour new steps at Herring Snatchers Park
- Ponding issue at Cherry Street and 2nd Street, pipe has been fixed with positive flow

- North East Fire Company draining issue will be resolved very soon
- Meeting with the Town Administrator regarding the Town Hall roof and the Crouch Pavilion
- New dump truck will be replaced with a small trash buddy for trash removal, bulk items, special events in the future

Chief of Police

Chief Yates entered into the record the January 2023 Crime and Traffic Breakdown Report for the North East Police Department. In addition, Chief Yates reported the following:

- Supervisor Liability Training along with Sergeant Hickey
- National Crime Information Center (NCIC) training
- First Amendment Training, Town of Perryville
- Special Olympics Polar Bear Plunge
- Started the process with Lexipol, they provide policy manuals, training bulletins and consulting services to law enforcement, fire and other public safety
- Cecil County Chiefs meeting with Sheriff Adams
- Cecil Leadership class at Cecil College
- 3 Ford Explorers are in the shop getting additional equipment added

Mayor Kline asked if the issues regarding the homeless behind the North East Station been resolved. Chief Yates stated Kline Enterprises have posted signs and handed letters out, there have been several charges to individuals regarding trespassing.

Water Plant Superintendent

Mr. Carter entered into the record the January 2023 Water Report for the Rolling Mill and Leslie Water Treatment Plants.

Mayor Kline asked if there are any problems with getting supplies due to the supply chain. Mr. Carter stated only with brass and steel, with an 8 month wait but it is getting better.

-UNFINISHED BUSINESS-

Livestreaming at the Town Hall – Mayor and Commissioners, Planning Commission and ZOOM Meetings

Mrs. Cook-MacKenzie advised the Board, town staff is still working on livestreaming and it is 95 percent completed. Additional municipalities in the County have been called to see their procedure for this project, the staff will be reaching out to neighboring counties also. Other areas that need to be examined, the copyrights and their polices.

Memorandum of Understanding: Safe Route to Schools; Jethro Street Sidewalk Installation Project/Walkway between Jethro Street and East Cecil Avenue

Mrs. Cook-MacKenzie presented to the Board, at the last board meeting, a Memorandum of Understanding, Safe Route to Schools, between the State Highway Administration of Maryland, Department of Transportation, acting on behalf of the State of Maryland, hereinafter called "MDOT SHA", and the Mayor and Commissioners of the Town of North East, North East, hereinafter called the "Project Sponsor".

Mrs. Cook-MacKenzie advised the Board, this item will be tabled until the next town Board Meeting, which will be held Wednesday, March 8, 2023. If they have any additional comments or questions, please direct them to her prior to the meeting.

-NEW BUSINESS-

Maryland Municipal League Cecil-Harford Chapter Quarterly Dinner

Mrs. Cook-MacKenzie advised the Board, the Town of North East will be hosting the Maryland Municipal League Cecil-Harford Chapter Quarterly Dinner on Thursday, April 20, 2023. The dinner will be hosted by Woody's Restaurant, 29 South Main Street. All menu items have been selected along with securing the favors.

Mrs. Cook-MacKenzie stated she will be sending an invitation to the new Chief Executive Officer (CEO), Ms. Theresa Kuhns of the Maryland Municipal League which went into effect, October 24, 2022. This would be a great opportunity for Ms. Kuhns to update both Cecil-Harford on the legislation that has passed and the legislature that is effecting the municipalities.

-MISCELLANEOUS-

North East Chamber of Commerce Eggstravaganza

Town Clerk, Stephanie Racine-Dean advised the Board, North East Chamber of Commerce will be having their Eggstravaganza on Saturday, April 1, 2023 from 1:00 – 3:00 pm at the North East Elementary School. The event is to include egg hunts, character experiences and merchant specials. Ms. Bunny will be onsite at the school and the Easter Grinch. There is an open invitation for all Board Members to attend.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

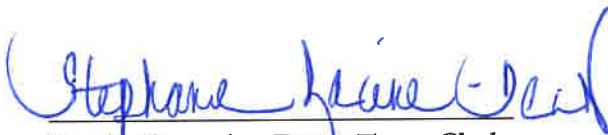
None


-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 8:05 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor