

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

February 8, 2023

The Town Meeting was called to order by Mayor Kline at 7:00 P.M. Present were Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore and Raymond Mitchell. Also present were Town Administrator Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Commissioner Kelly Benson.

A moment of silence was observed.

-OATH OF OFFICE-

None

-GUESTS-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the January 25, 2023 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all. Mayor Kline abstained from voting because he was not present at the January 25, 2023 meeting.

-PUBLIC HEARING-

None

-APPOINTMENTS-

Mrs. Cook-MacKenzie asked the Board for their consideration to re-appoint Judy Duffy, 108 Wallace Avenue as a Member of the North East Planning Commission. Her term will expire March 12, 2028.

A motion to re-appoint Judy Duffy to a five year term was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Town Board Approved Minutes February 22, 2023

-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 January 25, 2023 Town Board Meeting:

- WILMAPCO Emergency meeting, Tuesday, February 7, 2023 to discuss the increase of funding for I95 & 896 Interchange rebuilding.
- Oath of Office to Ulysses G. Diamond IV, who will be serving on the Board of Supervisors of Election

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore that she attended the Planning and Commissioner meeting on Tuesday, February 7, 2023.

Commissioner Mitchell

None

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the January 25, 2023 Town Board Meeting:

- Steven Riley, ENTECH Engineering and Ron Carter, Water Superintendent, regarding ongoing water projects
- Rich Gregg, Maintenance Supervisor
- Several Personnel Matters regarding Kimberly Belcher and the continuation of her insurance
- North East Economic Development Commission (EDC)
- Staff meeting with Town Clerk and Clerk
- Architects regarding the redesign of the New Santa House

Mayor Kline asked the Town Administrator if the Maintenance Supervisor was able to go and inspect the drain on Cherry Street. She stated it was looked at today and it will be repaired by the contractor along with the drain on Roney Avenue, near the North East Fire Company.

-UNFINISHED BUSINESS-

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 requested from the Board, for this item to be tabled until the next town board meeting. The Maryland State Highway (SHA), will be sending additional documents for the town to review prior of the project being started.

-NEW BUSINESS-

Water Service Agreement Extension Request, NE Commons One, LLC, 100 Gateway Drive, North East, Tax Map 025H; Parcel 453, Lot 2, One Equivalent Residential Unit

Mrs. Cook-MacKenzie presented a Water Service Agreement Extension Request for North East Commons One, LLC, 100 Gateway, North East, for one residential unit, 250 gallons per day.

A motion to approve the 2 Year Water Service Agreement Extension Request with the recommendation from the Planning Office for 250 gallons per day, was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all.

Water Service Agreement Extension Request, NE Commons One, LLC, 125 Gateway Drive, North East, Tax Map 025H; Parcel 453, Lot 3, One Equivalent Residential Unit

Mrs. Cook-MacKenzie presented a Water Service Agreement Extension Request for North East Commons One, LLC, 125 Gateway, North East, for one residential unit, 250 gallons per day.

A motion to approve the 2 Year Water Service Agreement Extension Request with the recommendation from the Planning Office for 250 gallons per day, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Water Service Agreement Extension Request, Bruce Schneider, Northwoods, North East, Phase 4, Tax Map 0031A; Parcel 1277, Lots 104-115 & 134-152, Forty One Equivalent Residential Units

Mrs. Cook-MacKenzie presented a Water Service Agreement Extension Request for Bruce Schneider, Northwoods, North East, for forty one residential unit, 10,250 gallons per day.

A motion to approve the 4 Year Water Service Agreement Extension Request with the recommendation from the Planning Office for 10,250 gallons per day, was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all.

Subdivision Agreement Extension Request, Bruce Schneider, Northwoods, North East, Section 4, Phase 1,2,3,4,5,6, Tax Map 0031A; Parcel 1277, Lots 104-115, Lots 123-132 & 134-152

Mrs. Cook-MacKenzie presented a Subdivision Agreement Extension Request for Bruce Schneider, Northwoods, North East.

A motion to approve the 1 Year Subdivision Agreement Extension Request with the recommendation from the Planning Office was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Personnel Matters

Promotion - North East Police Department

Mrs. Cook-MacKenzie presented to the Board, a Promotion to Sergeant for the North East Police Department. Mrs. Cook-MacKenzie stated there were 4 officers who went through the process of the oral board review, written test and stats. After all scores were calculated for each individual, Corporal John Fakner received the highest points. It is with recommendation from Chief Yates and Lieutenant Hickey, Corporal Fakner be promoted to Sergeant with the North East Police Department.

A motion to promote Corporal John Fakner to Sergeant with the recommendation from Chief Yates and Lieutenant Hickey was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all.

Revision to Job Description - Administrative Assistant to the Office of the Water Plant Superintendent

Mrs. Cook-MacKenzie presented to the Board a Revision to the Job Description for the Administrative Assistant to the Office of the Water Plant Superintendent.

A motion to approve the Revision to the Job Description for the Administrative Assistant to the Office of Water Plant Superintendent was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all. .

-MISCELLANEOUS-

Mrs. Cook-MacKenzie advised the Board, there were 3 water projects that were submitted to the Maryland Department of Environment (MDE) in the amount of \$1,088,072.00. This includes the raw water pond at the Leslie Water Treatment Plant and the Powder Activated Carbon (PAC) installation at the Leslie and Rolling Mill Water Treatment Plants. As the Board is probably aware, the town received grant funds and loan funds for these projects. Mrs. Cook-MacKenzie also updated the Board, the Earmarks that were submitted for fiscal year 2022,

which she believes the Town will be contacted in the near future regarding one grant funding towards the raw water pond. The additional Earmark that was submitted went to Senator Chris Van Hollen and Senator Ben Cardin's office for the SCADA system, this would be in the amount of \$795,835.00.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

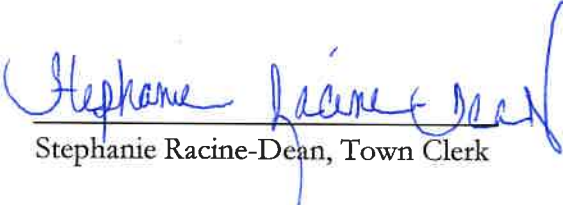
None

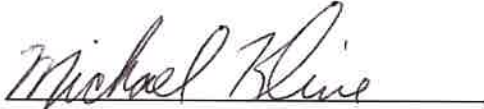
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:23 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor