

**MAYOR AND COMMISSIONERS**

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

**March 8, 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, Town Administrator Melissa B. Cook-Makenzie and Town Clerk Stephanie Racine-Dean.

A moment of silence was observed.

**-OATH OF OFFICE-**

Mayor Kline administered the Oath of Office to Commissioners Kelly Benson and Catherine Bernard-Dutton. Their terms expires March 2025.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the February 22, 2023 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all.

**-PUBLIC HEARING-**

None

**-APPOINTMENTS-**

None

**-GUESTS-**

None

**-PUBLIC COMMENT-**

None

**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

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Ordinance Number 2023-03-01 – Stormwater Management Ordinance

Mrs. Cook-MacKenzie presented to the Board, Ordinance Number 2023-03-01, to amend the Town of North East Code of Ordinance Chapter 7. Public Maintenance and the Environment; Article 7 Stormwater Management and adding language for the purpose to provide for the health, safety and general welfare of the citizens of the Town of North East through the regulations on non-storm Water Discharges to the Storm Drainage System to the maximum extent practicable as required by Federal and State Law. This will establish methods for controlling the Introduction of Pollutants into the Municipal Separate Sewer System (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) Permit Process.

Mrs. Cook-MacKenzie advised the Board, this is for introduction only, there will be further discussion at the next town board meeting on March 22, 2023.

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

Resolution 2023-03-01 – Amendment to Purchasing Manuel

Mrs. Cook-MacKenzie presented to the Board, Resolution 2023-03-01, to amend Section 18, Disposal of Town Assets of the Purchasing Manual for the Town of North East to provide detailed steps and to allow the Mayor and Commissioners to donate town assets after determining certain criteria has been met.

A motion to approved Resolution 2023-03-01, Amendment to Purchasing Manuel was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

Resolution 2023-03-02 – Disposal of Vehicle 2011 Ford Crown Victoria

Mrs. Cook-MacKenzie presented to the Board, Resolution 2023-03-02, to Declare a Certain Asset of the Town of North East as surplus property and to authorize the disposal of the asset.

A motion to approve Resolution 2023-03-02, Donate 2011 Ford Crown Victoria to the North East Fire Company was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

Resolution 2023-03-03 – Disposal of Vehicle 2011 Ford Crown Victoria

Mrs. Cook-MacKenzie presented to the Board, Resolution 2023-03-03, to Declare a Certain Asset of the Town of North East as surplus property and to authorize the disposal of the asset.

A motion to approve Resolution 2023-03-03, Disposal by Sale, 2011 Ford Crown Victoria and deposit proceeds go into the General Fund was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

**-REPORTS-**

Mayor Kline

Mayor Kline reported he attended the following meetings since the February 22, 2023 Town Board Meeting:

- Several project update meetings with the Town Administrator
- Robert Crouch, Crouch Funeral Home, Friday, February 24<sup>th</sup>
- ENERWA, Monday, February 27<sup>th</sup>
- Brad Carrillo, 14 S. Main Street, North East regarding the storm drains behind his building. Also discussed, the opening of the Taproom
- Wendy Messenger, 104 Water Street, regarding the sale of property
- Clerk of the Circuit Court, Charlene M. Notarcola, Oath of Office to Mayor Kline, Wednesday, March 1<sup>st</sup>

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Planning Commission meeting, Tuesday, March 7, 2023.

Commissioner Mitchell

None

Commissioner Benson

Commissioner Benson reported he attended the Cecil County Tourism Committee meeting, Wednesday, March 1, 2023 at the North East Library.

Commissioner Benson reported he attended the North East Rotary meeting, Wednesday, March 8, 2023 and gave a presentation on future projects he will be pursuing. Commissioner Benson reported he also had several questions regarding his role as a Commissioner for the town. These two items, security cameras and street lights. Town Administrator, Melissa Cook-MacKenzie stated she will be attending the North East Chamber meeting next week to update the Board regarding the security cameras. Police Chief Yates explained there has been several calls to Delmarva Power regarding the street lights and the on-line process of reporting these outages.

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the February 22, 2023 Town Board Meeting:

- Upper Bay Museum, Lori Bouchelle
- Ann Yost, President, YSM Landscape Architects regarding the North East Preserve and pavilion at the North East Community Park
- Economic Development Commission meeting

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- Several meetings with Circuit Rider, Karen Schaeffer
- Maintenance Supervisor, Rich Greg and the town's Landscaper, Jody Shivery regarding the upcoming Spring projects
- Director of Finance, Vonnie Stemen regarding the fiscal year 2024 budget.

Mrs. Cook-MacKenzie reported she received notification from Comcast, there will be a reduction in price for a sports channel, Regional Sports Network.

Mrs. Cook-MacKenzie reported she will be entering into the record notification from Clerk of the Circuit Court, Charlene M. Notarcola, and the signature of Mayor Michael Kline's Oath of Office which took place, Wednesday, March 1, 2023 along with his certification.

Mrs. Cook-MacKenzie gave the Board a flyer, North East Preserve Master Site Plan Open House, Monday, April 3, 2023 from 5:00-6:30 at the Cecil County Library Meeting Room, 485 Mauldin Avenue.

Mrs. Cook-MacKenzie reported she received a letter from the Maryland Department of the Environment (MDE) regarding the Counties Department of Recreation which will be handling the dredging project for Stony Run and dammed off during construction.

Mrs. Cook-MacKenzie reported Mayor Kline received a letter from Maryland Department of the Environment (MDE) regarding an air quality permit to construct application. Applicant, Complete Recycling Group, LLC, 1500 West Pulaski Highway, Elkton, Maryland for installation of 2 MAX4000SP secondary aluminum sweat furnaces and equipped with an afterburner. Mrs. Cook-MacKenzie stated she will be forwarding a copy of this document to the HOA of Courts of Mallory and Ridgely Forest so they can disseminate to the residents.

Mayor Kline asked the Town Administrator if she has been contacted regarding the approval of the Earmark that was submitted for the activated carbon. Circuit Rider, Karen Schaeffer has made several calls on this project and the understanding is, the town will be notified sometime in April.

**-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 advised the Board, this item will be tabled until the next town Board Meeting, which will be held Wednesday, March 22, 2023. If they have any additional comments or questions, please direct them to her prior to the meeting.

**-NEW BUSINESS-**

Elect Vice Mayor, pursuant to Section 407 of the Town Charter

Mayor Kline informed the Board it was time to elect Vice Mayor, pursuant to Section 407 of the Town Charter.

A motion to nominate Commissioner Benson as Vice Mayor was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton. No other nominations were made and the Board unanimously elected Commissioner Benson.

The American Rescue Plan Act (ARPA) North East Fire Company Inc.

Mrs. Cook-MacKenzie presented to the Board, application for Federal Fiscal Recovery for Non-Profit Organizations from the North East Fire Company Inc. along with their itemized list. Mrs. Cook-MacKenzie stated she asked the Director of Finance, to look over the application and determine if the information provided is acceptable to move forward.

After discussion, the Board is requesting a Workshop with the North East Fire Company Inc. to go over the itemized list prior to submitting the application to the Federal Fiscal Recovery for Non-Profit Organizations.

**-MISCELLANEOUS-**

Mayor Kline reminded the Board about their letter of support to the Upper Bay Museum, LTD., for the Historic Preservation Capital Grant Application they are apply for. Mayor Kline stated there is an example of his letter that was downloaded to the Boards tablets for their review.

Mayor Kline advised the Board, the Maryland Municipal League Summer Conference which is held in Ocean City, Maryland will be June 25<sup>th</sup> through June 28<sup>th</sup>, 2023. Please contact the Town Clerk if interested in attending. Mayor Kline along with Commissioner Bernard-Dutton stated they will be attending this year's event.

Town Clerk, Stephanie Racine-Dean updated the Board regarding the Maryland Municipal League Quarterly Dinner. The Town of North East will be hosting the event, Thursday, April 20, 2023.

Police Chief Yates advised the Board, long time Rising Sun Mayor, Sallie Teague passed away and her services will be held Friday, March 10<sup>th</sup> at Moore's Chapel off Blake Road. Chief Yates stated he will be attending, if anyone would like to go, they are welcome to ride with him to the service.

**-APPROPRIATIONS-**

None

**-BUSINESS FROM THE FLOOR-**

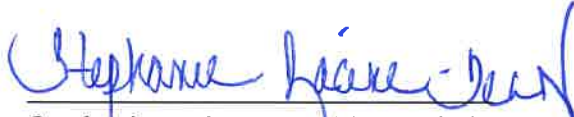
None

**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner 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