

MAYOR AND COMMISSIONERS

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

March 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, and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Town Administrator Melissa B. Cook-MacKenzie.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the March 8, 2023 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

-PUBLIC HEARING-

None

-APPOINTMENTS-

None

-GUESTS-

None

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

Ordinance Number 2023-03-01 – Stormwater Management Ordinance

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.

This is will be adopted at the next town board meeting on Wednesday, April 12, 2023.

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

Resolution 2023-03-04 - Disposal of Two Vehicles

Mayor Kline presented to the Board, Resolution 2023-03-04, Disposal of Two Vehicles:

- 2004 Ford Expedition SUV
- 2009 Ford Crown Victoria

A motion to approved Resolution 2023-03-04, Disposal of Two Vehicles was made by Commissioner Benson, seconded by Commissioner Bernard-Dutton and approved by all.

-REPORTS-

Mayor Kline

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

- WILMAPCO Thursday, March 9, 2023 the 2050 Transportation Plan was passed
- North East Preserve Pre-Walk for the project Clean Stream Thursday, March 16, 2023 along with the Director of Planning and Maintenance Supervisor
- North East Fire Department was given ownership of the 2011 Ford Crown Victoria by Mayor Kline, Police Chief Yates & Master Patrolman Long
- Boy Scout Troop 302, Tuesday, March 21, 2023, spoke about what it takes to become a Mayor which was held at the Fair Hill Nature Center

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

None

Commissioner Mitchell

None

Commissioner Benson

None

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:

- Budget Preparation for Fiscal Year 2024 Budget

Mrs. Stemen reported she is at the point to speak with Mayor Kline and the Town Administrator, Melissa Cook-MacKenzie regarding the information she has gathered thus far for the 2024 Budget and the renewal rates for the employee health benefits.

Mrs. Stemen reported the town received a single bid for the Curbside Municipal Solid Waste and Single Stream Recycling Collection Service.

Director of Planning and Zoning

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

- 7 Ridgely Forest New Home Construction - 4 Duplex/3 Single Family
- Ridgely Forest total occupancies 439 with a max of 565
- 8 Connection Fees processed along with Major Facility Invoices
- 25 Permit Invoices
- 1 Town Permit
- Covatta's Main Street Market, 2 South Main Street Commercial Construction & Commercial License
- Breathe Yoga, 28 South Main Street Commercial License

Mrs. Vennell stated violations are starting again, 13 friendly reminders in the month of February have been disbursed through-out the corporate limit.

Maintenance Supervisor

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

- 2 Contractors lined up for the Pavilion at North East Community Park
- 4 Contractors are interested in the community path at the North East Community Park along with the paving at the Jackson House
- Secured a contractor for 3 catch basins in Duck Harbour along with sidewalks and more catch basins in Courts of Mallory
- DPL upgraded the electric on South Main Street. They cracked 15 sections of sidewalk per the contractor, they will be cut and replaced
- Plants have been secured for the North and South Islands

Chief of Police

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

- He along with Mayor Kline and Master Patrolman Long gave ownership of the 2011 Ford Crown Victoria to the North East Fire Company
- “Prom Promise” to the Tome School on Wednesday, April 5, 2023 at 9:00 am

Water Plant Superintendent

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

Mr. Carter thanked Mayor Kline for finding the leak during his walk on the corner of Maryland/Thomas Avenue. The leak was identified in a storm drain and did test positive for chlorine. The flow of water that was lost was substantial, around 100,000 gallons a month.

Mayor Kline asked when will the fire hydrant which was struck by a vehicle, off Mauldin Avenue be repaired. Mr. Carter stated within a few days this will be taken care of.

-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. Vennell reported she along with the Town Administrator met with the liaison of the Safe Route to School. There were several questions asked from the Town Administrator about the MOU and requested this area to be more actable for this project. The liaison stated she would need to check and would get back in touch once this information is received.

-NEW BUSINESS-

Water Allocation Request – John Curtis & Catherine Abrams, Biggs Highway & 281 Old Bayview Road, North East, Tax Map 0019, Parcel 52 - Three Equivalent Residential Units

Mrs. Vennell presented a Water Allocation Request for John Curtis & Catherine Abrams, Biggs Highway & 281 Old Bayview Road for three equivalent residential units.

A motion to approve the Water Allocation Request for 750 gallons per day, with the recommendation of the Planning and Zoning Office was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all.

Water Allocation Request – Frances Crothers-Abrams & Valerie Abrams, 285 Old Bayview Road, North East, Tax Map 0019, Parcel 52 – One Equivalent Residential Unit

Mrs. Vennell presented a Water Allocation Request for Francis Crothers-Abrams & Valerie Abrams, 285 Old Bayview Road for one equivalent residential unit.

A motion to approve the Water Allocation Request for 250 gallons per day, with the recommendation of the Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

Water Service Agreement Extension Request – Eustace Mita, Located off Route 272, South of Town, North East, Tax Map 0031, Parcel 0074 & 274 – Twenty Seven Residential Units

Mrs. Vennell presented a Water Service Agreement Request for Eutace Mita, off Route 272, South of Town for twenty seven equivalent residential units.

A motion to approve the Water Service Agreement Extension Request for a 1 year extension, with the recommendation of the Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

-MISCELLANEOUS-

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

-APPROPRIATIONS-

A motion to approve Requisition R3-01736 to Apple Ford, for the Water Treatment Plant, 2022 Ford F350 in the amount of \$62,497.63 was made by Commissioner Benson, seconded by Crothers-Moore and approved by all.

-BUSINESS FROM THE FLOOR-

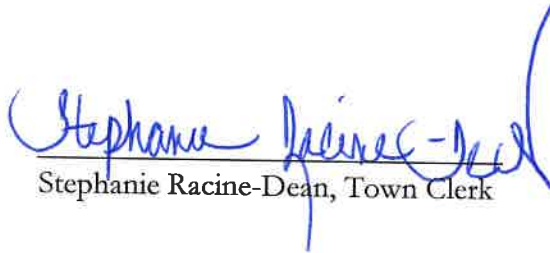
None

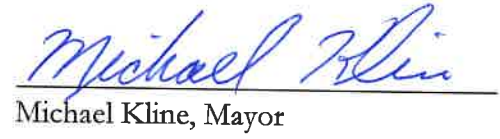
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 7:45 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor