

MAYOR AND COMMISSIONERS

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

May 24, 2023

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

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

Commissioner Mitchell made a motion to approve the May 10, 2023 minutes as presented. Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

Commissioner Crothers-Moore made a motion to approve the May 10, 2023 Fiscal Year 2024 Budget Workshop minutes as presented. Commissioner Mitchell seconded the motion and the motion

-PUBLIC HEARING-

Mayor Kline opened the Fiscal Year 2024 General Fund, Enterprise (Water) Fund and Storm Water Fund Budgets public hearing at 7:01 p.m.

Mrs. Stemen reported that there were no changes to the proposed budgets since the May 10, 2024 Budget Workshop. Since there were no public comments Mayor Kline closed the Public Hearing at 7:03 p.m.

-APPOINTMENTS-

None

Town Board Approved Minutes June 7, 2023

-GUESTS-

None

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

Ordinance 2023-05-01 Adopts the General Fund, Capital Projects Fund and the Enterprise Fund (Water Fund) and Establishes Water Rates, Connection Fees, Major Facilities Fees, Ready-To-Serve Fees, Bulk Fees, EDU'S, etc.

Mrs. Cook-MacKenzie introduced to the Board, Ordinance 2023-05-01, for the Purpose of Adopting the Fiscal Year 2024 Budget, Real and Public Utility/Railroad Operating Tax Rates for the Taxable Year Beginning July 1, 2023, and a Homestead Credit Percentage to be Applied for the purposes of the Homestead Tax Credit Under State Law; Stating Certain Projected Expenditure and Expenses Allocations; Specifying Circumstances Under which Approval of the Mayor and Commissioners is Required for Modifications to Revenues and Expenditures; Establishing Employee Salary Increases, and Generally Related to a Comprehensive Fiscal Plan for the Town of North East for the Period July 1, 2023 through June 30, 2024.

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Kline

Mayor Kline reported he attended the following meetings since the May 10, 2023 Town Board Meeting:

- Artesian along with Town Administrator and Water Plant Superintendent, Thursday, May 11th regarding the future of the interchange off Mechanics Valley Road
- Department of Emergency Services Safety Day at the North East Library, Saturday, May 13th
- Second Interview with Candidate, Grant Handley for Assistant Town Administrator, Monday, May 15th. Mr. Handley has accepted the position and will start the end of June.
- North East Preserve Study Annual meeting, Tuesday, May 16th along with ENERWA that evening
- State Highway Administration (SHA) along with Brad Carrillo, Town Administrator and Maintenance Supervisor, regarding the storm drain in the alley way behind Aspen Property Management, Wednesday, May 17th

- Coffee Day and Salute to Cecil County Veterans Operations meeting, Thursday, May 18th
- Frank Muller, Department of Emergency Services Building Dedication, Friday, 20th
- Aberdeen Proving Ground Demonstration Day, Saturday, May 20th
- Vice Mayor and Town Administrator regarding Maryland Cruises & Events, LLC at the North East Community Park Pier, Monday, May 22nd

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended Coffee Day on Thursday, May 18, 2023 that was held at Town Hall.

Commissioner Mitchell

None

Commissioner Benson

Commissioner Benson reported he attended North East Preserve Study Annual meeting, Tuesday, May 16th.

Commissioner Benson reported he attended a meeting regarding the Maryland Cruises & Events, LLC at the North East Community Park Pier along with Mayor Kline and the Town Administrator on Monday, May 22nd.

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the May 10, 2023 Town Board Meeting:

- Director of Planning and Zoning regarding the Enterprise Zone
- Budget Workshop
- Town of North East update & Artesian, Thursday, May 11th
- Water Plant Project with Mayor Kline, ENTECH Engineer, Steve Riley and Water Plant Superintendent, Ron Carter Thursday, May 11th
- Virtual meeting with Freedom Energy, Mr. Smith and the Director of Finance, Vonnie Stemen, Friday, May 12th
- Second Interview with Candidate, Grant Handley for Assistant Town Administrator, Monday, May 15th.
- Mayor Kline regarding several projects
- Director of Finance and the Inch Property Manager regarding 100 units Lakeside Park
- Department Head & North East Preserve, Tuesday, May 16th
- State Highway Administration (SHA) along with Mayor Kline, Brad Carrillo and Maintenance Supervisor, regarding the storm drain in the alley way behind Aspen Property Management, Wednesday, May 17th
- Maintenance Supervisor, Rich Gregg regarding several projects with State Highway Administration (SHA)
- Grant Demond regarding property on Mill Lane regarding the North East Preserve

- Board of Supervisor of Election, Wednesday, May 17th
- Mayor Kline and Vice Mayor regarding Maryland Cruises & Events, LLC at the North East Community Park Pier, Monday, May 22nd
- Open Enrollment for Town Staff for Medical, Vision, Dental along with AFLAC Programs on Tuesday, May 23rd
- Met with Auditors, CliftonLarsonAllen LLP and Cecil County Partners regarding the Circuit Rider Program, Wednesday, May 24th

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:

- Auditors, CliftonLarsonAllen LLP visiting town hall for their preliminary work
- General Fund Balance Sheet
- Comparative Budgeted and Actual Report ending date April 30, 2023

Director of Planning and Zoning

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

- 6 Subdivision Agreements
- 1 Water Allocations
- 3 Water Service Agreements
- 2 Water Utility Easements
- \$101,500.00 Major Facility Fees
- \$65,650.00 Connection Fees
- 453 Ridgely Forest Total Occupancies
- 43 Total Number of Permits Processed

Chief of Police

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

- Department of Emergency Services Safety Day at the North East Library, Saturday, May 13th
- New Beginnings Breaking Bread at the North East Community Park, Saturday, May 20th
- Perryville Community Outreach Day, Saturday, May 20th
- Cruzin For A Cause Car Show, North East Walmart, Saturday May 27th along with the bridge dedication, Route 272 Bridge over AMTRAK to the Honorable, Cecil County Veterans
- Quarterly Chiefs meeting with the Maryland States Attorney Dinner, Wednesday, May 24th
- National Night Out will be, Tuesday August 1st

Chief Yates also announced he is a graduate from the Cecil Leadership Institution which was held at Cecil College, Thursday, May 18th.

Water Plant Superintendent

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

-UNFINISHED BUSINESS-

Request for Proposal, 2023-02-01, Republic Services Inc. Contract Extension Curbside Municipal Waste and Single Stream Recycling Collection Service

A motion to approve the 8 Year Contract Extension to Republic Services Inc. for Municipal Waste and Single Stream Recycling was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

Maryland Cruises & Events, LLC at the North East Community Park Pier

Mrs. Cook-MacKenzie gave an update regarding the Slip Agreement which is being review by the town's attorney. Mrs. Cook-MacKenzie advised there is a basic change to the agreement, to except a one year agreement not a five with the exception of a \$500.00 fee. Another item that was discussed, to relocate the vessel at the Nauti Goose. This would be near the gate off Cherry Street and would allow better access for the public not only for parking but for lighting. Commissioner Crothers-More gave her concerns regarding the additional traffic on Cherry Street and the public going around the speed bumps onto private property.

After discussion, this item will be tabled for approval at a future town board meeting after the town attorney reviews and contacts Maryland Cruise & Events LLC regarding the minor changes.

-NEW BUSINESS-

Public Works Agreement, 2 Year Extension: North East Commerce Center Lot 7B: Tax Map 25, Parcel 42

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension for North East Commerce Lot 7B.

A motion to approve the Public Works 2 Year Extension for North East Commerce Center, Lot 7B with the recommendation by the Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

Ridgely Forest Section 4: Deed of Conveyance for Public Improvements

Mrs. Cook-MacKenzie presented a Deed of Conveyance for Public Improvements, Ridgely Forest, Section 4.

A motion to approve the Deed of Conveyance for Public Improvements, Ridgely Forest, Section 4 with the recommendation by the Planning and Zoning Office was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Town of North East New Assistant Town Administrator

Mrs. Cook-MacKenzie wanted to thank Mayor Kline for allowing her to participate in the hiring of the new Assistant Town Administrator, Grant Handly. Mr. Handly has excellent credentials and will be an asset to the town.

A motion to approve the hiring of Grant Handly for the Assistant Town Administrator was made by Commissioner Crothers-Moore, seconded by Commissioner Benson and approved by all.

-MISCELLANEOUS-

Mayor Kline reminded the Board, the bridge dedication, Route 272 Bridge over AMTRAK to honor the Cecil County Veterans will be Saturday, May 27th at 9:00 Am., and all town staff are welcomed.

Mayor Kline along with Chief Yates gave an update regarding Howard's Market. Chief Yates advised he spoke with Earl Bradford, Cecil County Liquor Board and was advised there is no guaranteed that the license will be approved. Mr. Bradford asked the Chief to compile information regarding records from the Police Department showing the negativity of the business to reopen.

After discussion, Mayor Kline, Commissioner Crothers-Moore and Chief Yates will attend the next Liquor Board meeting, Wednesday, May 31, 2023 at 9:00 a.m. Mayor Kline would like to relay the Board's opinion of their concerns regarding the re-opening of the business and the downfall it reflects on the community.

Mrs. Cook-MacKenzie advised the Board, at the next board meeting on Wednesday, June 7th there will be an Introduction of a Resolution for the Enterprise Zone.

-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 7:57 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor