

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

June 21, 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 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 and Town Clerk Stephanie Racine-Dean. Absent from the meeting, Commissioner Raymond Mitchell and Town Administrator Melissa Cook-MacKenzie.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

A motion to approve the minutes of the June 7, 2023 meeting, as presented, was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC HEARING-

None

-APPOINTMENTS-

None

-GUESTS-

North East Chamber regarding, Sign Proposal for Merchant Square Parking Lot, 106 South Main Street, North East

Ms. Tracy Reynolds, President of the North East Chamber, 111 Cohee Lane Elkton, presented to the Board a sign permit application. The North East Chamber of Commerce is requesting the sign that already exists at the PNC Bank, 1 South Main Street and be relocated to the Municipal parking lot, 106 South Main Street.

Town Board Approved Minutes June 21, 2023

After discussion, this is for introduction only. The Board is requesting the North East Chamber to forward a current lay out of the insert that will be installed prior or the Board's approval.

-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 June 7, 2023 Town Board Meeting:

- IKE Foundation Fishing Tournament, North East Community Park, Saturday, June 10th
- Annual Flag Day Ceremony, Wednesday, June 14, 2023 at the North East Community Park
- Maryland Department Environment (MDE) and Salute to Cecil County Veterans Operations meeting, Thursday, June 15th
- Woman's Civic Club, North East Library, Thursday, June 16th
- 10th Annual Cecil County Wade-In, Foot Log Park Beach, Charlestown, Saturday, June 17th

Commissioner Bernard-Dutton

Commissioner Bernard-Dutton reported she attended the Annual Flag Day Ceremony, Wednesday, June 14, 2023 at the North East Community Park.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Annual Flag Day Ceremony, Wednesday, June 14, 2023 at the North East Community Park.

Commissioner Benson

None

Director of Finance

Mrs. Stemen entered into the record the list of payments issued since the last Board Meeting.

Town Board Approved Minutes June 21, 2023

In addition Mrs. Stemen reported the following:

- Statement of Revenue & Expenditures Budget vs Actual ending May 31, 2023
- General Fund Balance Sheet
- Auditors, CliftonLarsenAllen LLP have finished their preliminary work for Fiscal Year 2024
- Republic Services regarding the process of distributing the trash carts on August 14th

Director of Planning and Zoning

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

- 3 As-Built Plans
- 2 Water Utility Easements
- 1 Deeds of Conveyance
- 3 Development Expense Agreement & Escrow
- \$77,000.00 Major Facility Fees
- \$25,250.00 Connection Fees
- \$815.00 Permit Fees
- \$6,800.00 Escrow Fees
- 6 New Home Construction Ridgely Forest
- 464 Ridgely Forest Total Occupancies
- 35 Total Number of Permits Processed
- Unicorn Quest was approved by the Special Events Committee which will be held on Saturday, August 12th

Maintenance Supervisor

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

- Steps are in place at Herring Snatcher's Park along with one railing. An additional railing will be placed in the future
- The new Crouch Pavilion is in the hands of the engineer
- New mower is still on back order
- Contractor will be replacing several items on the dock in the next several weeks
- New trash truck is moving forward with adding the new bed for bulk items

Chief of Police

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

- Spring Firearms completed for Spring 2023
- Livescans machine received and installed
- Architect has completed the design for the old library
- North East Police are ready to participate at the Salute to Cecil County Veterans

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Public Works Agreement, 1 Year Extension: Jim Wolf & Tom O'Laughlin, Ridgely Forest, Phase 5A North, 61 Lots

Mrs. Vennell presented a Public Works Agreement Extension for Jim Wolf & Tom O'Laughlin, Ridgely Forest, Phase 5A, North, 61 Lots.

A motion to approve the Public Works 1 Year Extension for Jim Wolf & Tom O'Laughlin, Phase 5A North with the recommendation by the Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

Water Allocation Request: Wanda Langhorne, 421 East Cecil Avenue, North East (out of the corporate limit), Tax Map 31C, Parcel Number 0328

Mrs. Vennell presented a Water Allocation Request for Wanda Langhorne, 421 East Cecil Avenue, North East for one residential unit, 250 gallons per day.

A motion to approve the Water Allocation with the recommendation from the Planning Office for 250 gallons per day, was made by Commissioner Crothers-Moore, seconded by Commissioner Benson and approved by all.

Water Allocation Request: Jeffrey Adams, 187 Razor Strap Road, North East (out of the corporate limit), Tax Map 31A, Parcel Number 0577

Mrs. Vennell presented a Water Allocation Request for Jeffrey Adams, 187 Razor Strap Road, North East for one residential unit, 250 gallons per day.

A motion to approve the Water Allocation with the recommendation from the Planning Office for 250 gallons per day, was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

-MISCELLANEOUS-

Mayor Kline updated the Board regarding Maryland Cruises & Events, LLC and the slip lease agreement. Mayor Kline spoke with Captain DJ Fasick who is anxious on moving forward with his cruises at the North East Community Park Pier. Mayor Kline indicated to the Board, Captain DJ is willing to make changes to the lease agreement that was requested.

After discussion, the Board agreed to look over the updated lease agreement once received by the town's attorney, make a verbal approval off-line and then, officially vote at the next town board meeting, Wednesday, July 12th.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

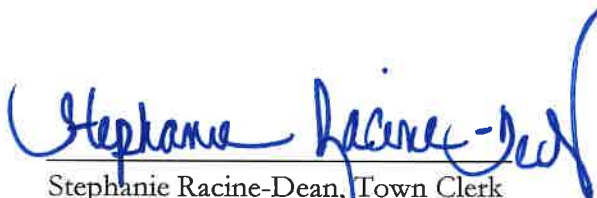
None


-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:40 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor