

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

July 12, 2023

The Town Meeting was called to order by Mayor Michael Kline at 7:03 P.M. Present were Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore, Raymond Mitchell and Kelly Benson. Also present were Police Chief Stephen Yates, Director of Finance Vonnie Stemen, Melissa B. Cook-MacKenzie and Town Clerk Stephanie Racine-Dean.

A moment of silence was observed.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the June 21, 2023 meeting, as presented, was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all. Commissioner Mitchell abstained due to his absence at the June 21, 2023 meeting.

-OATH OF OFFICE-

None

-PUBLIC HEARING-

None

-APPOINTMENTS-

None

-GUESTS-

None

-PUBLIC COMMENT-

None

Town Board Approved Minutes July 26, 2023

-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 21, 2023 Town Board Meeting:

- Coffee Day, Thursday, June 22nd along with a meeting with Bill Burr
- Chesapeake Wooden Boat Builders School Launch, Saturday, July 1st along with Ribbon Cutting, Dimples Philly Cheesesteaks, 131 South Main Street and Bay Venture Outfitters & Ice Cream , 15 North Main Street
- Salute to Cecil County Veterans Fireworks, North East Community Park, Monday, July 3rd along with the Honor Ceremony and Dinner at the VFW Post 6027
- Michael Pugh, Town Administrator, Director of Planning and Grant Writer regarding the North East Preserve, Tuesday, July 11th

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Salute to Cecil County Veterans, North East Community Park, Monday, July 3rd

Commissioner Crothers-Moore reported she attended the Planning Commissioner meeting on Tuesday, July 11th.

Commissioner Mitchell

None

Commissioner Benson

None

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the June 21, 2023 Town Board Meeting:

- Department Head meeting, Tuesday, June 27th
- Administration meeting, Wednesday, June 28th
- Grant Writer, Karen Schaeffer regarding Water Projects, Wednesday, July 5th

- Steven Riley, ENTECH Engineering and Ron Carter, Water Plant Superintendent regarding ongoing water projects, Thursday, July 6th
- The owners of Emergency Response Protocol Safety Solutions (ERP) Camera Project, Friday July 7th
- Town Hall staff meeting, Tuesday, July 11th
- Michael Pugh, Mayor Kline, Director of Planning and Grant Writer regarding the North East Preserve, Tuesday, July 11th
- Virtual meeting with Grant Writer and Maryland Department of Environment (MDE), July 12th

Director of Finance

None

-UNFINISHED BUSINESS-

Maryland Cruises & Events, LLC Slip Lease Agreement

Mayor Kline along with Commissioner Bernard-Dutton gave an update on the Maryland Cruises & Events, LLC Slip Lease Agreement by and between the Mayor and Commissioners of the Town of North East and Maryland Cruises & Events LLC, Maryland Limited Liability Company.

After discussion, the town along with Maryland Cruises & Events are working through further details regarding the slip lease agreement.

-NEW BUSINESS-

Bid Award for Proposal Request WF 2023-05-01 Water Utility Rate Study

Mrs. Cook-MacKenzie presented to the Board Proposals in response to WF 2023-05-01 Water Utility Rate Study from the following:

- ARCADIS
- Keystone Alliance Consulting Inc.
- NewGen Strategies & Solutions

The Town solicited sealed proposals for a study of the fees associated with the enterprise fund (water). Separate proposals in sealed envelopes were received from the three firms stated above for both "Technical" and "Cost"

A motion to approve the Bid Award for Proposal Request WF 2023-05-01 to NewGen Strategies & Solutions with the recommendation of Town Staff in the amount of \$29,800.00 was made by Commissioner Benson, seconded by Commissioner Bernard-Dutton and approved by all.

Personnel Matter – Officer Jeffrey Fabbri, Promotion to PFC

Mrs. Cook-MacKenzie presented to the Board, a Promotion to Patrolman First Class (PFC) for the North East Police Department. Mrs. Cook-Mackenzie stated pursuant to Town policy Officer Fabbri is eligible to be promoted to the rank of Patrolman First Class when he reaches his two year anniversary which will be July 19, 2023. Officer Fabbri has accomplished:

- Leads the Department in DUI arrests
- Recently Completed the State of Maryland DUI Academy
- April 2023 he received the State of Maryland Traffic Safety Specialist Award
- Mentors other Members of the Police Department regarding their DUI skills

A motion to promote Officer Fabbri to PFC with the recommendation from Town Administrator and Chief Yates was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Mrs. Cook-MacKenzie reported to the Board, Billing Specialist II position is vacant and will be re-advertised. Teresa Marshall's last day was Friday, June 30th. Mrs. Cook-MacKenzie stated previous applicants that applied for this position have been contacted and are willing to interview for the position.

Mrs. Cook-MacKenzie reported she would like to have a Workshop with the Board regarding their opinion of space needed at town hall for future employees and storage. After discussion, Wednesday, September 13 at 5:30 prior to the board meeting was selected, dinner provided.

-MISCELLANEOUS-

Chief Yates reminded the Board, National Night Out will be Tuesday, August 1st at the North East Community Park.

-APPROPRIATIONS-

Requisition R3-02433 – FY23 Public Safety Communication – Cecil County Government \$41,808.00

A motion to approve Requisition R3-02433 to Cecil County Government for Fiscal Year Public Safety Communication in the amount of \$41,808.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

Requisition R4-00015 - Initial Payment Phase 6, 6A & 7 – Maryland Department of Environment \$43,359.56

A motion to approve Requisition R4-00015 to Maryland Department of Environment for the Interest Payment, Phase 6, 6A & 7 in the amount of \$43,359.56 was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all.

-BUSINESS FROM THE FLOOR-

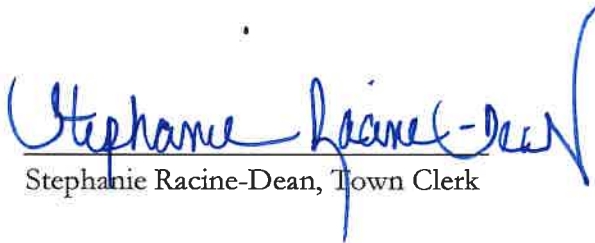
None

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all. The meeting adjourned at 7:26 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor