

**MAYOR AND COMMISSIONERS**

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

**July 26, 2023**

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

A moment of silence was observed.

**-OATH OF OFFICE-**

Mayor Kline administered the Oath of Office to Grant Handley the Assistant Town Administrator.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the July 12, 2023 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

**-PUBLIC HEARING-**

None

**-APPOINTMENTS-**

None

**-GUESTS-**

None

Town Board Approved Minutes August 23, 2023

**-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 July 12, 2023 Town Board Meeting:

- Staff Luncheon, Tuesday, July 18<sup>th</sup>
- Maryland Municipal League Dinner. Thursday, July 20<sup>th</sup> at the Great Wolf Lodge, Perryville, Maryland.
- Dock Agreement with the Town Administrator, Monday July 24<sup>th</sup>
- Dock Agreement language, with the Town Administrator and David Beste, Town Attorney, July 25<sup>th</sup>

Commissioner Crothers-Moore

None

Commissioner Mitchell

None

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the July 12, 2023 Town Board Meeting:

- Kennedy Gilmore, SCG Fields, Karen Schaeffer, Grant Project Manager and Betsy Vennell, Director of Planning regarding, Turner Park, Thursday, July 13<sup>th</sup>
- Cindy Stone, Director Office on Community Programs CDBG and Karen Schaeffer, Thursday, July 13<sup>th</sup>
- North East Code Enforcement, Friday, July 14<sup>th</sup>
- Camera Project, Chief Yates regarding future maintenance, Monday July 17<sup>th</sup>
- Camera Company and Department Heads, onsite visits July 17<sup>th</sup>

- Staff Luncheon, Tuesday, July 18<sup>th</sup>
- Dock Agreement with Mayor Kline, Monday July 24<sup>th</sup> □ Steve Riley, ENTECH Engineer, projects and funding status.
- Several meetings with Grant Handley and Karen Schaeffer.
- Chief Yates, personnel
- Two vacancies: one crossing guard position, Victoria and one vacancy in the police department as Corporal Annette Goodyear is no longer with us.
- Grant was approved and received for exercise and sensory equipment for North East Community Park and has been approved by the Board of Public Works.

#### Assistant Town Administrator

- Gave brief description of his background prior to being hired.
- Projects working on: street signs and the parks.
- Training classes regarding the MS-4 Permit.

#### 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:

- Check Register from June 17, 2023 thru July 21, 2023.
- Statement of Revenue & Expenditures Budget vs Actual ending June 30, 2023.
- General Fund Balance Sheet.
- Met with auditors regarding GASB 96 Accounting software.
- Met with Republic Service regarding the August 14<sup>th</sup> disbursement of new trash cans/carts.
- Working on filling the Billing Specialist II position.

#### Director of Planning and Zoning

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

- Planning Commission Meeting and Board of Appeals meetings were cancelled for June due to a lack of agenda items.
- Planning Commission Meeting July 11<sup>th</sup> briefly discussed Zoning Ordinance Amendments.
- Invoices for Permit Fees, Application Fees, Major Facility and Connection Fees: total over \$53,000 collected.
- New Single Family Home permits: 5
- Occupancy Permits outside of the corporate limit: 2
- Occupancy Permits inside the corporate limit: 8 (7 Ridgely Forest and 1 Commercial)
- Deck Permits: 9

- Commercial Construction has begun at North East Station on the new Chipotle on Lot 1 and Starbucks on Lot 4. Projected completion-December 2023 to January 2024.

#### Maintenance Supervisor

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

- North East Community Park is 100%: new sign, swings and slide.
- Heron Snatcher Park: new steps and railing installed.
- Crouch Pavilion at the North East Community Park, close to applying for the permit.
- Trash truck quote: by eliminating the tipper, the quote will be \$3,000.00 less.

#### Chief of Police

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

- Two subjects were arrested for target shooting at the North East Community Park.
- Assisted Water Department with one after hour's water complaint.
- Officers finished in-service for the year
- August 1<sup>st</sup> National Night Out Planning, DNR is bringing a helicopter, Rotary will be providing pop-corn, Aetna will be bringing basketball game.
- North East Rotary Club bought 20 AED's to put in each police vehicle and they should be delivered in a couple of weeks.

#### Water Plant Supervisor

Mr. Ron Carter entered into the record the June 2023 Monthly Report for the Town of North East Rolling Mill and Leslie Water Plants. In addition, Mr. Carter reported the following:

- Lead and Copper Sampling is almost complete.
- Exceeded H85 (Haloacetic acids). The H85 is a quarterly average which needs to be under 60 (milligrams per liter) and it was 62.7 on the Irishtown Road sample and 62.4 on the Red Toad Road sample. A violation notice will be sent out to notify residences by August 15<sup>th</sup>. The notice will state that after years of drinking the water, at these levels, it may cause cancer. Mr. Carter stated that the high H85's may be due to a series of bad storms and a blower issue at one of the water towers. Mr. Carter stated he has made some adjustments however, the chemicals need a longer time to work as they are processing through the system to quickly. Therefore, Mr. Carter is looking into installing additional piping to allow the chemicals more time to process. Mr. Carter stated that the numbers should be in compliance by the end of the next quarter.

#### **-UNFINISHED BUSINESS-**

#### Maryland Cruises & Events, LLC Slip Lease Agreement

Mayor Kline 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. The agreement is expected to be completed soon. Mrs. Cook-Mackenzie reported Maryland Cruises and Events LLC has changed to Chesapeake City Cruises and Tours LLC.

Safe Route to School-Memorandum of Understanding

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 would like to have this added to the next meeting agenda for a vote.

**-NEW BUSINESS-**

Public Works Agreement, 1 Year Extension Request: Chesapeake Club H-3 Lots 204-206, 208-249 and 289-310

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension Request for Chesapeake Club, H-3, Lots 204-206, 208-249 and 289-310.

A motion to approve the Public Works 1 Year Extension Request for Chesapeake Club H-3 with the recommendation by the Planning and Zoning Office was made by Commissioner, Mitchell seconded by Commissioner Crothers- Moore and approved by all.

Public Works Agreement, 6 Month Extension Request: Chesapeake Club H-3 Lots 314-331

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension Request for Chesapeake Club, H-3, Lots 314-331.

A motion to approve the Public Works 6 Month Extension Request for Chesapeake Club H3 with the recommendation by the Planning and Zoning Office was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

Public Works Agreement, 6 Month Extension Request: Chesapeake Club H-2 Lots 188-203, 250-288, 311-313 and 332-343

Mrs. Cook-MacKenzie presented a Public Works Agreement Extension Request for Chesapeake Club, H-2, Lots 188-203, 250-288, 311-313 and 332-343.

A motion to approve the Public Works 6 Month Extension Request for Chesapeake Club H2 with the recommendation by the Planning and Zoning Office was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

North East Planning Commission 2022 Annual Planning Report

Mrs. Cook-MacKenzie presented to the Board, North East Planning Commission 2022 Annual Planning Report.

**-MISCELLANEOUS-**

None.

**-APPROPRIATIONS-**

Budget Amendment 2024-001 – Capital Project Fund - \$10,000.00

A motion to approve Budget Amendment 2024-001 to Capital Project Fund in the amount of \$10,000.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

Requisition R4-00034 - Local Government Insurance Trust – July 2023 Health Insurance \$51,065.60

A motion to approve Requisition R4-00034 to Local Government Insurance Trust for July 2023 Health Insurance in the amount of \$51,065.60 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Requisition R4-00052 – Clifton Larsen Allen LLP - FY 2024 Financial Audit \$36,816.00

A motion to approve Requisition R4-00052 to Clifton Larsen Allen LLP for FY 2024 Financial Audit in the amount of \$36,816.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

Requisition R4-00053 – Local Government Insurance Trust – Group Health Insurance \$515,481.12

A motion to approve Requisition R4-00053 to Local Government Insurance Trust for Group Health Insurance in the amount of \$515,481.12 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Requisition R4-00054 – Coyne Chemical – FY 2024 WTP's Supplies/Chemicals \$180,756.02

A motion to approve Requisition R4-00054 to Coyne Chemical for FY 2024 WTP's Supplies/Chemicals in the amount of \$180,756.02 was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

Requisition R4-00055 - LECCO Pipeline Construction – FY 2024 Water Line Repair \$270,000.00

A motion to approve Requisition R4-00055 to LECCO Pipeline Construction for Water Line Repair in the amount of \$270,000.00 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Requisition R4-00056 - Republic Services – FY 2024 Trash/Recycling Disposal Service \$426,800.88

A motion to approve Requisition R4-00056 to Republic Services for FY 2024 Trash/Recycling Disposal Service in the amount of \$426,800.88 was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

Requisition R4-00057 - Suburban Testing Labs INC – FY 2024 WTP's Lab Testing \$20,944.68

A motion to approve Requisition R4-00057 to Coyne Chemical for FY 2024 WTP's Supplies/Chemicals in the amount of \$20,994.68 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Requisition R4-00058 – Core & Main – FY 2024 Supplies/Water Lines \$35,375.19

A motion to approve Requisition R4-00058 to Core & Main for FY 2024 Supplies/Water Lines in the amount of \$35,375.19 was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

Requisition R4-00059 - John Deere Financial – FY 2024 Gasoline/Diesel \$82,200.12

A motion to approve Requisition R4-00059 to John Deere Financial for FY 2024 Gasoline/Diesel in the amount of \$82,200.12 was made by Commissioner Mitchell, seconded by Commissioner 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 Crothers-Moore and approved by all. The meeting adjourned at 8:07 p.m.

Respectfully submitted,



Lisa Rhoades, Planning and Zoning Assistant

ATTEST:



Michael Kline, Mayor