

**MAYOR AND COMMISSIONERS**

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

**September 13, 2023**

The Town Meeting was called to order by Vice-Mayor Kelly Benson at 7:00 P.M. Present were Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore and Raymond Mitchell. Also present were Police Chief Stephen Yates, Town Administrator, Melissa B. Cook-MacKenzie, Assistant Town Administrator, Grant Handley and Town Clerk Stephanie Racine-Dean. Mayor Michael Kline was absent from tonight's meeting.

A moment of silence was observed.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the August 23, 2023 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. Commissioner Bernard-Dutton abstained due to her absence from the meeting.

**-OATH OF OFFICE-**

None

**-PUBLIC HEARING-**

None

**-APPOINTMENTS-**

None

**-GUESTS-**

None

**-PUBLIC COMMENT-**

None

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**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

None

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

None

**-REPORTS-**

Vice-Mayor Benson

Vice-Mayor Benson reported he attended the North East Preserve Study Committee meeting, Monday, September 11<sup>th</sup>.

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

None

Commissioner Mitchell

None

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the August 23, 2023 Town Board Meeting:

- Heather Ersts regarding, Ferry Feasibility Study, Friday, August 25<sup>th</sup>
- Crossing Guard interview, along with Chief Yates & Lieutenant Hickey, August, 28<sup>th</sup>. The candidate was hired, Patty Carrol and she lives locally
- North East Preserve Study Committee meeting, Monday, September 11<sup>th</sup>
- Several meetings Circuit Rider, Karen Schaeffer regarding several projects, Tuesday, August 29<sup>th</sup>
- Maryland State Highway Administration (SHA), Assistant Town Administrator & Maintenance Supervisor regarding several projects throughout the town.
- Several meetings with the Department Heads
- Assistant Town Administrator regarding the alleys between West Street/East Cecil Avenue and South Main Street/South Mauldin Avenue
- Orientation with Patrol Officer Dave Holmes who was recently hired, North East Police Department

Assistant Town Administrator

Mr. Handley reported he attended the following meetings since the August 23, 2023: Town Board Meeting:

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- Making significant progress with the street sign replacement project
- Towns stormwater outfalls have been identified and mapped in the GIS data base as expected per the requirement of the MS4 Permit
- Working with the Cecil County Government to update all other MS4 Permit information in an excel database
- Visited North East Middle School and met with the Science teachers and Principals regarding a lecture to the students in October. With the assistance from ENERWA and the lending of their model, this will show the students, why pollution is bad for the environment and why/how it occurs. Mr. Handley stated this is a requirement, the educational lectures, for the MS4 Permit
- In the process of coordinating with Miss. Utility a learning session with the town's staff in the Public Works Department. Mr. Handley stated he has also invited other municipalities to join the safe digging and prevention of accidents
- Spoke with Delegate Jeff Grist's office to request the attention from Governor Wes Moore's administration regarding budget requests the town has regarding our water treatment facilities

**-UNFINISHED BUSINESS-**

Safe Route to School (SRTS) re: Memorandum of Understanding Revised

Mrs. Cook-MacKenzie presented to the Board, a revised Memorandum of Understanding, Safe Route to Schools. The only change in the MOU, definitions "Estimated Project Cost", the word design, was eliminated from the document.

A motion to approve Safe Route to School (SRTS), Revised Memorandum of Understanding was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

**-NEW BUSINESS-**

None

**-MISCELLANEOUS-**

Vice-Mayor Benson wanted to thank Corporal Dennis Wood. When the Vice-Mayor was visiting the North East Community Park there were several children there who should have been in school. Corporal Wood spoke to them and then escorted the children to their local school.

**-APPROPRIATIONS-**

Requisition R4-00315 – Site Studios INC, North East Police Department Administration Building Renovation \$28,325.00

A motion to approve Requisition R4-00315 to Site Studios INC. for the North East Police Department Administration Building Renovation in the amount of \$28,350.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

**-BUSINESS FROM THE FLOOR-**

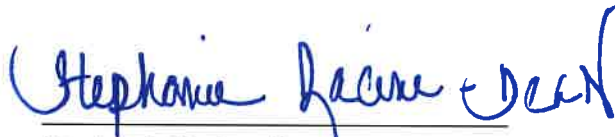
None

**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Mitchell and approved by all. The meeting adjourned at 7:21 p.m.

Respectfully submitted,

ATTEST:

  
Stephanie Racine-Dean, Town Clerk

  
Kelly Benson, Vice-Mayor