

**MAYOR AND COMMISSIONERS**

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

**September 27, 2023**

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

A moment of silence was observed.

**-OATH OF OFFICE-**

Mayor Kline administered the Oath of Office to Patrol Officer, David Jonathan Holmes, as the newest member to the North East Police Department.

**-RECOGNITION-**

Mayor Kline acknowledged Sergeant John Fakner with a "Life Saving Recognition" for his outstanding actions and dedication to the public. On May 4<sup>th</sup>, 2023, with the use of his training, Sergeant Fakner, saved a baby's life by restoring oxygen to the airways and prevented any serious long term damage or death to the baby.

Mayor Kline acknowledged Patrol Officer Matthew Malina with a "Life Saving Recognition" for his outstanding actions and dedication to the public. On August 30<sup>th</sup>, 2023, Patrol Officer Malina arrived on the scene and observed a female with multiple stab wounds to her arm which put this person in grave danger due to the heavy bleeding. Patrol Officer Malina applied a tourniquet to her upper arm to slow or stop the flow of blood. With his quick response, this had a significant role on the female surviving.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the September 13, 2023 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Town Board Approved Minutes October 11, 2023

**-PUBLIC HEARING-**

None

**-APPOINTMENTS-**

None

**-GUESTS-**

None

**-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 September 13, 2023 Town Board Meeting:

- Grand Opening, North East River Cruises, Wednesday, September 20<sup>th</sup> at the North East Community Park
- Coffee Day, Thursday, September 21<sup>st</sup>
- Final meeting with Troy Anderson, EIP, Bill Kilby, Cecil Land Trust, Town's attorney, David Beste and Assistant Town Administrator regarding, finalizing the MOU Credit Purchase MS4, Friday, September 22<sup>nd</sup>
- ENERWA, Monday, September 25<sup>th</sup>
- Cecil County regarding Stonebridge, Tuesday, September 26<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 September 13, 2023 Town Board Meeting:

- Individual meetings with the Department Heads, Assistant Town Administrator and Grant Rider
- Follow-up meeting regarding the Cannabis Protocols
- Deadline for the Circuit Rider was Friday, Friday, September 15<sup>th</sup>. An offer was given to Dawn Rodenbaugh, which she accepted. Her employment with the town will start the week of October 1<sup>st</sup>
- Entered into the record on behalf of the Director of Planning and Zoning, Betsy Vennell the August 2023 Monthly Report
- Meeting with the owners of Riverwood's to discuss a second phase
- Water Superintendent, Ron Carter received the draft hydraulic analysis regarding Chesapeake Club
- Interviewing traffic study consultants along with Director of Planning, Betsy Vennell to review the impact study on the town's behalf

Assistant Town Administrator

Mr. Handley reported she attended the following meetings since the September 13, 2023 Town Board Meeting:

- Progress is continuing, with the town's MS4 Permit. The Board will be provided a formal presentation at the next board meeting

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 August 19, 2023 to August 22, 2023
- Statement of Revenue & Expenditures Budget vs Actual ending August 31, 2023
- General Fund Balance Sheet

Mrs. Stemen reported she has been in contact with New Gen-Strategies who was awarded the bid for the Water Rate Study. All items have been submitted to the company with the assistance from the Water Superintendent and Director of Planning.

Maintenance Supervisor

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

- The old Santa House has not been removed as of yet, due to the weather
- Contacted the contractor regarding the dock and the time frame it will be repaired
- New mower has been received
- Crouch Pavilion is out to bid, four contractors have requested a package, per the Town Administrator
- Met with a contractor along with the Town Administrator regarding the replacement of the doors in the meeting room and the front lobby
- Getting a price from the contractor who is removing the Santa House for the strips in the municipal parking lot
- Sign project is moving forward with the help of the Assistant Town Administrator

#### Chief of Police

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

- Paws in the Park raised over \$130,000.00, Saturday, September 16<sup>th</sup>
- Attended a Ribbon Cutting Ceremony for the newly renovated Bel Air Police Department, Friday, September 22<sup>nd</sup>
- Attended Perryville's Night Out, Tuesday, September 26<sup>th</sup>
- Received Automated Defibrillators (AED) for each police officer from the North East Rotary Club
- Firearms training will be in the month of October

Mayor Kline asked for an update regarding the "Speed Reduction Signs". Chief Yates stated he spoke with the vendor and there was a problem with receiving the chips for the sign. The vendor has found a new company and they are expecting the first shipment of chips to be received by the end of September.

Mayor Kline entered into the record on behalf of the Water Superintendent, Ron Carter the August 2023 Monthly Report for both the Rolling Mill and the Leslie Plant. Mayor Kline advised the Board, the average gallons per day report reflects an increase for the previous month due to 2 water leaks at Thomas Avenue and Rolling Mill Lane.

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

Mrs. Cook-MacKenzie reported the town has not had an independent inspector at the Public Works Utilities. The firm the town uses does not have the staff in order to be able to continue that portion of service. Mrs. Cook-MacKenzie stated they have met with several potential inspectors and hopefully this task will be taken out of the Water Superintendents hands along with his staff.

**-NEW BUSINESS-**

Mrs. Cook-Mac-Kenzie advised the Board, the committee approved the Ship Wrecked Halloween Night. This will be held on "Main Street" North East, Tuesday, October 31<sup>st</sup>, starting at 6:00 pm.

Water Service Agreement Request: North East Commerce Center-Lot 7B, Tax Map 25B, Parcel 42

Mrs. Cook-MacKenzie presented a Water Service Agreement Request for North East Commerce Center – Lot 7B.

A motion to approve the Water Service Agreement Request for North East Commerce Center with the recommendation by the Planning and Zoning Office was made by Commissioner Mitchell seconded by Commissioner Crothers-Moore and approved by all.

**-MISCELLANEOUS-**

None.

**-APPROPRIATIONS-**

Requisition R4-00435 – Chapman Ford of Horsham – 2023 Ford Utility Police Interceptor \$45,245.00

A motion to approve Requisition R4-000435 to Chapman Ford of Horsham for 2023 Ford Utility police Interceptor in the amount of \$45,245.00 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

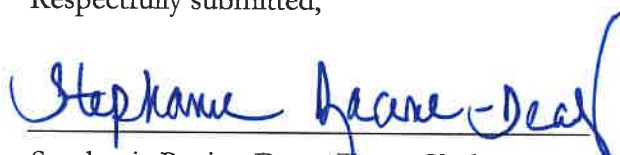
**-BUSINESS FROM THE FLOOR-**

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 7:45 p.m.

Respectfully submitted,

  
Stephanie Racine-Dean, Town Clerk

ATTEST:

  
Michael Kline, Mayor