

MAYOR AND COMMISSIONERS

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

October 25, 2023

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

A moment of silence was observed.

-GUESTS-

Adam Streight, Candidate for Cecil County Executive of Cecil County

Adam Streight introduced himself as the 2024 Candidate for the Cecil County Executive of Cecil County. Mr. Streight also went over several future plans he would like to implement should he be elected to represent, Cecil County in, 2024.

-RE-APPOINTMENTS & OATH OF OFFICE-

A motion to re-appoint the following individuals to the Board of Supervisors of Elections to a one year term which expires on October 1, 2024 was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all. Mayor Kline administered the Oath of Office:

- Kimberly A. Davis, 47 North Court
- Ulysses Grant Demond IV, 102 Mill Lane
- Ruth L. Gonce, 408 Merry Street

-APPROVAL OF MINUTES-

A motion to approve the minutes of the October 11, 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.

Town Board Approved Minutes November 29, 2023

-PUBLIC HEARING-

None

-APPOINTMENTS-

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 October 11, 2023 Town Board Meeting:

- Meeting with town staff regarding Air Quality Permit which took place prior of the Public Hearing that was held Tuesday, October 24th. B & H Auto Parts Salvage, is requesting 2 secondary aluminum sweat furnaces to be added to their site
- Meeting with Vice-Mayor Benson and town staff, regarding annexation north of the railroad track, Thursday October 19th
- Public Hearing regarding Air Quality Permit, Tuesday October 24th

Commissioner Crothers-Moore

None

Commissioner Mitchell

None

Commissioner Benson

Commissioner Benson reported he attended the Annexation meeting with Mayor Kline and town staff, Thursday, October 19th.

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the October 11, 2023 Town Board Meeting:

- Individual meetings with the Department Heads, Assistant Town Administrator and Grant Rider
- In contact with several property owners regarding the Community Development Block Grant Program (CDBG) Funding
- Employee Luncheon, Wednesday, October 18th
- Director of Finance regarding Water Rates & Capital Plan, Wednesday, October 18th
- Meeting with Mayor Kline, Vice-Mayor Benson and town staff, regarding annexation north of the railroad track, Thursday October 19th
- Meeting with Assistant Town Administrator & Grant Rider regarding the North East Preserve
- Town Hall roof & expansion project is ready to go out for bid
- Camera Project is moving forward with electric and internet
- 1 bid received for the Crouch Pavilion
- Meeting with the Grant Rider regarding the playground equipment at the North East Community Park
- Meeting with Eric Buhler, University of Maryland regarding the North East Preserve
- 80% completion on the Powder Activated Carbon at the Rolling Mill & Leslie Water Treatment Plants
- Waiting for finalization on EPA findings on the \$500,000.00 received for the cleaning of the pond
- Final engineering on the water pumping station
- Water Mixer project to be completed by the end of 2023
- Interest from the adjoining property owner of the Leslie Water Treatment Plant to sell a small piece of property to the town
- Meeting with the North East Fire Company regarding Chesapeake Club water lines

Assistant Town Administrator

Mr. Handley reported he attended the following meetings since the October 11, 2023 Town Board Meeting:

- Completion of the MS4 Permit was sent for review to Maryland Department of the Environment (MDE)
- Preliminary research and planning for the future MS4 Permit
- Street and Regulatory Sign replacement project will be over 500 signs, complying with the Maryland Department of Transportation regulations
- The town will coordinate with the VFW, Post 6027, the Legacy Brick Fundraiser for a Veterans Memorial at the North East Community Park.
- Attending the Maryland Municipal League Harford-Cecil Chapter Quarterly meeting, Thursday, October 26th

- Participating as a Mascot at the Annual Shipwrecked Event, Tuesday, October 31st
- Working on various projects for the town, such as the annexation
- Attended a public hearing with Maryland Department of Environment (MDE), Tuesday, October 24th

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 September 23, 2023 to October 20, 2023
- Statement of Revenue & Expenditures Budget vs Actual ending September 30, 2023
- General Fund Balance Sheet
- Meeting with the Town Administrator regarding Weiner Associates who provides dental, vision land life insurance to town staff.

Director of Planning

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

Invoices Processed:

- Major Facility Fees - \$17,500.00
- Connection Fees - \$12,265.00
- Permit Fees - \$770.00
- Escrow Fees - \$11,500.00
- 3 Permits Issued
- 5 New Home Construction - Ridgely Forest
- 499 Ridgely Forest Total Occupancies

Maintenance Supervisor

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

- Annual Halloween Party, Saturday, October 28th
- Getting ready for the Holiday Season
- Receiving a new storage container which will be placed at the old Maintenance Building for storage
- Dock at the North East Community Park has been completed

Water Superintendent

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

Mr. Carter advised the Board, the town is no longer in violation regarding the drinking water standard from Maryland Department of Environment (MDE) regarding the Haloacetic Acids (HAA5).

Town Board Approved Minutes November 29, 2023

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

A motion to approve the following items as listed, with the recommendation by the Planning Office was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

- The Club at Ridgely Forest: Landscape Agreement Extension Request
- Ridgely Forest Section 3B: Landscape Extension Request
- Ridgely Forest Section 4: Landscape Extension Request
- The Club at Ridgely Forest: Public Works Agreement Extension Request
- Ridgely Forest Section 3B Phase: Public Works Agreement Extension Request

-MISCELLANEOUS-

The Town Clerk reminded the Board, the Annual Halloween Party will be held this Saturday, October 28th at the North East Community Park.

-APPROPRIATIONS-

Budget Amendment 2024-003 Circuit Rider Program Contribution Increase \$1,500.00

A motion to approve Budget Amendment 2024-003 for Circuit Rider Program Contribution in the amount of \$1,500.00 was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

Budget Amendment 2024-004 Legacy Brick Project \$60,300.00

A motion to approve Budget Amendment 2024-004 for Legacy Brick Project in the amount of \$60,300.00 was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

Budget Amendment 2024-005 Street Sign Project \$146,431.00

A motion to approve Budget Amendment 2024-005 for Street Sign Project in the amount of \$146,431.00 was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

Budget Amendment 2024-006 MS4 Credits Using ARPA Funds \$270,892.00

A motion to approve Budget Amendment 2024-006 for MS4 Credits using ARPA in the amount of \$270,892.00 was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

Requisition R4-00681 Edmunds Govtech Annual Software Maintenance \$28,807.07

A motion to approve Requisition R4-000681 to Edmunds Govtech for Annual Software Maintenance in the amount of \$28,807.07 was made by Commissioner Crothers-Moore, seconded by Commissioner Mitchell and approved by all.

Requisition R4-00732 Ecosystem Investment Partners MS4 Credit \$270,891.90

A motion to approve Requisition R4-000732 to Ecosystem Investment Partners for MS4 Credit in the amount of \$270,891.90 was made by Commissioner Benson, seconded by Commissioner Mitchell and approved by all.

Nationwide Retirement Services Plan 457(b) Amendment for CARES Act

A motion to approve Nationwide Retirement Services Plan 457(b) Amendment for CARES Act was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

Nationwide Retirement Services Plan 457(b) Amendment for SECURE Act

A motion to approve Nationwide Retirement Services Plan 457(b) Amendment for SECURE Act was made by Commissioner Mitchell, seconded by Commissioner Benson and approved by all.

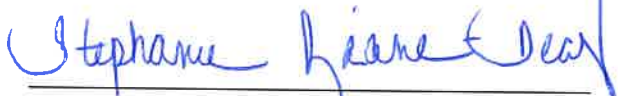
-BUSINESS FROM THE FLOOR-

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 8:05 p.m.

Respectfully submitted,



Stephanie Racine-Dean, Town Clerk

ATTEST:



Michael Kline, Mayor