

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

December 27, 2023

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

A moment of silence was observed.

-APPROVAL OF MINUTES-

Mayor Kline tabled the approval of the minutes of the November 8, 2023 as presented due to the absence Commissioner Benson. The minutes will be presented and approved on Wednesday, January 10, 2024.

A motion to approve the minutes of the December 13, 2023 meeting, as presented, was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. Commissioner Bernard-Dutton abstained from voting due to her absence from the meeting.

-OATH OF OFFICE-

None

-PUBLIC HEARING-

None

-APPOINTMENTS-

A motion to appoint Neil DeMatt, 23 Thomas Avenue, North East, to the North East Planning Commission, Member #1, for a five year term, expiring on November 21, 2025 (mid-term appointment) was made by Commissioner Crothers-Moore. The motion was seconded by Commissioner Mitchell and approved by all.

A motion to appoint Russell Polo, 4 North Main Street, North East, to the North East Board of Appeals, Member #3, for a three year term, expiring on October 8, 2024 (mid-term appointment) was made by Commissioner Mitchell. The motion was seconded by Commissioner Crothers-Moore and approved by all.

-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 December 13, 2023 Town Board Meeting:

- December 14th, attended the State of the Municipality, hosted by Maryland Municipal League in Annapolis along with the Assistant Town Administrator
- December 15th, attended a County Legislation Cannabis Committee hosted by Maryland Municipal League along with town staff and Vice-Mayor Benson.
- December 15th, met with Maryland Municipal League President, John Carrol who returned the town seal that was in his possession along with an informal discussion
- December 20th, interviewed by Assistant Town Administrator, Grant Handley on Cecil T.V.
- December 21st, attended Coffee Day
- December 22nd, attended a luncheon at the North East Maintenance Department

Commissioner Bernard-Dutton

Commissioner Bernard-Dutton reported she attended Coffee Day, Thursday December 21st.

Commissioner Crothers-Moore

None

Commissioner Mitchell

None

Assistant Town Administrator

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

- The Street Replacement Project is close to commencing. The next step, awaiting Miss. Utility to clear any outstanding tickets
- December 9th, presented to the North East Isles Homeowners Association an easement on behalf of the Army Corps of Engineers for the North East River Dredging Project. The Homeowners Association had questions regarding the project, Cecil County and the Army Corp of Engineers are now in correspondence with the residence
- December 14th, attended the State of the Municipality, hosted by Maryland Municipal League in Annapolis along with Mayor Kline
- December 19th, the Director of Planning along with myself testified to the Cecil County Council regarding Cannabis Zoning regulation in Cecil County which they seemed agreeable to our one proposed amendment that was presented
- Please continue to promote the Veterans Day Legacy Brick Fundraiser at the North East Community Park
- Assisting in other projects as needed

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:

- Statement of Revenue and Expenditures ending 11.1.23 to 11.30.23
- General Fund Balance Sheet as of 11.30.23

Director of Planning

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

- Major Facility Fees – \$17,500.00
- Connection Fees – \$15,150.00
- Permit Fees – \$635.00
- Application Fees – \$250.00
- 2 Permits Issued
- 5 New Home Construction – Ridgeley Forest
- 513 Ridgeley Forest Total Occupancies

Dawn Rodenbaugh, the part-time Code Enforcement for the town has completed her second month of employment. She has performed:

- 6 Inspections

- 9 Conversations with residents, which she has been very successful, especially with the repeated violations with residents that have had issues over the past 20 years
- 6 Friendly reminders
- 2 First notices sent
- 2 Citations

Maintenance Supervisor

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

- Lights on the Maryland Route 272/AMTRAK bridge all but 5 have been fixed, a permit is required due to the use of equipment
- Christmas Parade was a success
- Working in the North East Community Park putting up lights for “Winter Nights-Cecil Lights”
- Crouch Pavilion is moving forward with a possible start time, March/April
- Thirteen catch basin lids have been stolen with a recovery of eleven in the town’s corporate limit and the surrounding areas. The subject has been apprehended and taken into custody.

Chief of Police

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

- Coffee with a Cop, North East Elementary
- Officer Fabbri & Officer Lee received awards from MADD for outstanding Enforcement for Driving Under the Influence (DUI)
- The subject that stole the catch basin lids per the Maintenance Supervisor report, was located at 705 Second Street, North East where he resides
- There has been an increase of calls in Ridgely Forest and across the corporate limit

Mayor Kline asked if there was any update regard the 2 mobile license plate readers (LPR’s). Chief Yates stated the company will be in contact with him the first of the year with an installation date to be applied to the vehicles. Chief Yates stated they are still waiting on the fixed LPR and the speed trailer, hopefully they will take delivery after the first of the year for those 2 items.

Water Superintendent

Mr. Carter entered into the record the November 2023 Water Report for the Rolling Mill and Leslie Plant Water Treatment Plants.

Mr. Carter reported, during Maryland Department of Environment (MDE) visit, the chemical time reaction was an issue. Mr. Carter advised half of the problem has been resolved and they will continue to work on resolving the additional problem.

Mayor Kline asked if there has been a decision yet regarding the ordering of the scissor-lift. Mr. Carter stated not as of yet, but the Director of Finance did refer him a good source to contact regarding the equipment that is needed.

Mayor Kline stated he read ENTECH'S monthly report and asked for an update, regarding the MDTA and obtaining authorization to access and begin the installation of equipment at the I-95 water tower. Mr. Carter advised the Mayor, there was a lengthy form that needed to be filled out prior of the installation. Mayor Kline asked for the Assistant Town Administrator to pursue on getting the form and the status.

Mayor Kline asked about the water production (gallons per day) report for the Rolling Mill and Leslie Water Treatment Plants and how the last several months it has lowered in usage compared to last year. Mayor Kline asked if this is an indication there is a possible leak somewhere. Mr. Carter stated yes, it could, and this is why it is very important if anyone sees standing water etc., to contact them directly so they can investigate.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Deed of Conveyance – Ridgely Forest, Elkton, Section 5A, South

Mrs. Vennell presented to the Board a Deed of Conveyance for Water Main, Ridgely Forest, Elkton, Section 5A South.

A motion to approve Deed of Conveyance for Water Main, Ridgely Forest, Elkton, Section 5A South with the recommendation by the Planning and Zoning Office was made by Commissioner Mitchell, seconded by Commissioner Bernard-Dutton and approved by all.

-MISCELLANEOUS-

Cecil-Harford Chapter of the Maryland Municipal League Quarterly Meeting

Mayor Kline reminded the Board, the next Cecil-Harford Chapter meeting will be, Thursday, January 18, 2024. The event will be hosted by The Town of Rising Sun, with the location at, Chesapeake Bay Golf Course.

Mayor Kline wished the Board and Town Staff a 2024 Happy New Year!

Residential Decorating Contest Winners for 2023

Town Clerk reported the Winners of the 2023 Residential Decorating Contest:

- 1st Place - 202 Mauldin Avenue
- 2nd Place – 6 Thomas Avenue
- 3rd Place – 2 Greenbrier Court

Town Board Approved Minutes January 10, 2024

- Honorable Mention – 6 Walnut Street & 5 West Cecil Avenue
Town Clerk asked for the Board to please R.S.V.P to her by Wednesday, January 10, 2024, regarding the Cecil-Harford Chapter of the Maryland Municipal League Quarterly meeting.

-APPROPRIATIONS-

Budget Amendment 2024-008 North East Community Park Outlets/Sub Panel/Levy Pavilion with ARPA Funding

A motion to approve Budget Amendment 2024-008 for North East Community Park Outlets in the amount of \$27,525.00 was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

Requisition R4-01176 Gametime, North East Community Park in the amount of \$135,654.81

A motion to approve Requisition R4-01176 to Gametime C/O Cunningham Recreation for North East Community Park Playground & Fitness Equipment in the amount of \$135,654.81 was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-BUSINESS FROM THE FLOOR-

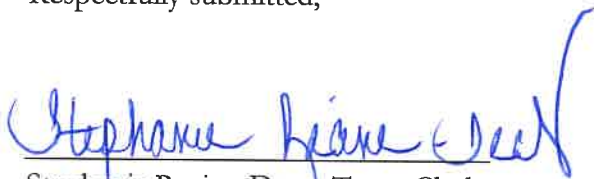
None

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:45 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Michael Kline, Mayor