

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

March 27, 2024

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 Kelly Benson. Also present were Chief Stephen Yates, Maintenance Supervisor, Richard Gregg, Water Superintendent Ron Carter, Director of Finance, Vonnie Stemen, Director of Planning and Zoning Betsy Vennell, Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator, Grant Handley and Town Clerk Stephanie Racine-Dean.

A moment of silence was observed.

-OATH OF OFFICE-

None

-APPROVAL OF MINUTES-

Mayor Kline announced, per his error at the last board meeting, he would like any votes stricken from the record that Kimberly Davis voted on prior of her appointment. These items will be amended at tonight's meeting.

A motion to approve the minutes of the March 13, 2024 meeting, as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-PUBLIC COMMENT-

None

-PINNING CEREMONY-

Chief Stephen Yates awarded and pinned Corporal Bilton Morgan, who earned Rank of Sergeant with the North East Police Department.

-APPOINTMENTS-

A motion to appoint Kimberly A. Davis, 47 North Court, North East, to Town Commissioner, for a two year term, expiring on March 11, 2026 was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

Town Board Approved Minutes April 10, 2024

-GUESTS-

Ryan Schmidt & Todd Holzner, The Garland Company – Roof Presentation, Town Hall Building

Ryan Schmidt, Territory Manager and Todd Holzner, The Garland Company, Inc., 3800 E 91st Cleveland, Ohio 44105 gave a brief presentation regarding The Garland Company, Inc. They are certified and one of the worldwide leaders of high-performance roofing and building maintenance solutions for the commercial, industrial and institutional markets for over 120 years. Garland has continually developed unique product and service offerings that have raised the bar of performance while exceeding the individual needs of customers.

After discussion, the Board is requesting for The Garland Company to provide a schedule of values, which is an itemized list of each activity required to complete the scope of work along with the corresponding costs.

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

Resolution 2024-03-02: Amendment to Town of North East Purchasing Manual

Mrs. Cook-MacKenzie presented to the Board, Resolution 2024-03-002, to amend the Purchasing Manual for the Town of North East to allow Employees and Agents of the Town of North East the use of purchasing cards with detailed procedures to be followed when procuring goods and services for town use.

A motion to approve Resolution 2024-03-02, Amendment to Town of North East Purchasing Manual was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

-REPORTS-

Mayor Kline

Mayor Kline reported he attended the following meetings since the March 13, 2024 Town Board Meeting:

- March 18th MS4 Permit virtual meeting with Underwood Associates, Vice Mayor Benson and town staff
- March 18th Annexation meeting with Vice Mayor Benson and town staff
- March 27th Fiscal Year Budget 2025 meeting with Vice Mayor Benson and town staff

Town Board Approved Minutes April 10, 2024

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she met with Assistant Town Administrator, Thursday, March 21st regarding the roof project and the explanation of the cost. Commissioner Crothers-Moore wanted to thank the Assistant Town Administrator for meeting with her on this project.

Commissioner Benson

Commissioner Benson reported he attended the following meetings since the March 13, 2024 Town Board Meeting:

- March 18th MS4 Permit virtual meeting with Underwood Associates, Mayor Kline and town staff
- March 18th Annexation meeting with Mayor Kline and town staff
- March 20th North East Economic Development Commission
- March 27th Fiscal Year Budget 2025 meeting with Mayor Kline and town staff

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the March 13, 2024 Town Board Meeting:

- Met with Weiner Benefits Group along with town staff regarding the retirement plan
- Met with other municipalities in the county along with Sandra Edwards, Economic Development Manager of Cecil County Government
- MS4 Permit virtual meeting with Underwood Associates, Mayor Kline and town staff
- Working with the Assistant Town Administrator regarding the departure of the Grant Writer/Project Manager
- Department Heads
- Working on several ongoing projects

Assistant Town Administrator

Mr. Grant Handley reported he attended the following meetings since the March 13, 2024 Town Board Meeting:

- Met with the Town Clerk along with the new crew from Vanguard regarding the cleaning at Town Hall and the North East Police Department
- Legacy Brick orders have been proofed and expected delivery in late April. Thank you to Stephanie and Mabel for their help during the proof reading process
- Met with Rich, Melissa and the town's contractual electrician to continue various projects throughout the town
- MS4 Permit meeting with Mayor Kline, Vice Mayor Benson and Town Administrator
- Annexation meeting with Mayor Kline, Vice Mayor Benson and Town Administrator

- Met with Rich and a contractor on repairing the stormwater outfall damage off Lums Road. The contractor has active contracts with Cecil County Government in which we can piggyback on
- Continuing to work with Rich on the Town Hall exterior door project
- Met with Commissioner Crothers-Moore to discuss the roofing project
- Working with the Town Administrator on various ARPA projects
- Completed a Grant for Police Body Armor working with Chief Yates on a police retention grant as well
- Soliciting estimates for various projects such as the Park Bathrooms, Tin Siding at Leslie Water Treatment Plant
- Rave Mobile is now live, and ready to go
- Working on a finalized press release for the \$600,000 in grant funding received from Senator Chris Van Hollen and Senator Ben Cardin
- Attended the North East Chamber Breakfast on March 21st
- Continuing Cecil Leadership

Director of Finance

Mrs. Stemen entered in 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 2.1.24 to 2.29.24
- General Fund Balance Sheet as of 2.29.24

Mrs. Stemen reported the budget is going as planned for the fiscal year budget 2025.

Director of Planning and Zoning

Mrs. Vennell entered into the record the February 2024 Planning and Zoning Monthly report. In addition, Mrs. Vennell reported the following:

- 9 Occupancy Permit Issued
- 3 Deck Permits
- 2 Fence Permits
- 2 Sign Permits
- 2 New Home Construction – Ridgeley Forest
- Ridgeley Forest Total Occupancies – 529
- Code of Ordinance Violations – 2 friendly reminders
- Major Facility Fees - \$21,000.00
- Connection Fees - \$15,150.00

Maintenance Supervisor

Mr. Gregg entered into the record the February 2024 Monthly Report for the Town of North East Maintenance Department. In addition, Mr. Gregg reported the following:

- Meetings with the Assistant Town Administrator regarding on-going projects
- Sign Project is moving along nicely
- Veterans Memorial is moving forward once the rain subsides

- Going thru the process of getting the new hire for the Maintenance Department
- New trash truck should be in operation by the month of May

Chief of Police

Chief Yates entered into the record the February 2024 Crime and Traffic Breakdown Report for the North East Police Department. In addition, Chief Yates reported the following:

- Attended State Legislative meetings
- Peach Bottom practice drills at the DOC
- Attended the North East Chamber breakfast along with the Assistant Town Administrator and Town Clerk
- Spoke at the Women's Club at the North East Library regarding fraud information
- Speed trailer will be received in the next week
- Thanked the Assistant Town Administrator for his help of getting grants in for the North East Police Department after the Grant Writer/Project Manager departure

Water Plant Superintendent

Mr. Carter entered into the record the February 2024 Monthly Report for the North East Rolling Mill and Leslie Water Plants. In addition Mr. Carter reported the following.

-UNFINISHED BUSINESS-

Town Hall Roof – ARPA Project

Town Hall Roof Project to The Garland Company will be tabled until the next town board meeting, so additional information can be gathered for the Board to review.

Melissa Cook-MacKenzie reported she will be re-circulating the signature page for the:

- Maryland Community Development Block Grant Program Residential Anti-Displacement and Relocation Assistance Plan
- Maryland Community Development Block Grant Program Citizen Participation Plan

Both were approved at the last Board meeting and will be stricken from the record due to, they were approved prior of the appointment of Commissioner Kimberly A. Davis.

-NEW BUSINESS-

Proclamation – April 2024 as Fair Housing Month

Mayor Kline presented to the Board, a Proclamation for April 2024 as the Fair Housing Month.

Elect Vice-Mayor, Pursuant to Section 407 of the Town Charter

Mayor Kline informed the Board it was time to elect Vice Mayor, pursuant to Section 407 of the Town Charter.

A motion to nominate Commissioner Benson as Vice Mayor was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore. No other nominations were made and the Board unanimously elected Commissioner Benson.

Contract for Services: EPR, PC \$78,313.00

Per the Town Administrator, this can be withdrawn from the agenda, due to the contract was already awarded at a prior board meeting.

Water Allocation Request: Jeffrey Adams, Minor Subdivision on Razor Strap Road: Tax Map 031A, Parcel 577, Proposed Lots 2, 3 and 4, for 3 Equivalent Residential Units

Mrs. Cook-MacKenzie presented to the Board a Water Allocation Request for Jeffrey Adams, Razor Strap Road, North East for three equivalent residential units.

A motion to approve Water Allocation Request for 750 gallons per day, with the recommendation for the Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Bernard-Dutton and approved by all.

-MISCELLANEOUS-

Mayor Kline read into the record a statement to the Commissioners, his retirement of Mayor for the Town of North East will become effective, Tuesday, April 23, 2024 at midnight.

-APPROPRIATIONS-

None

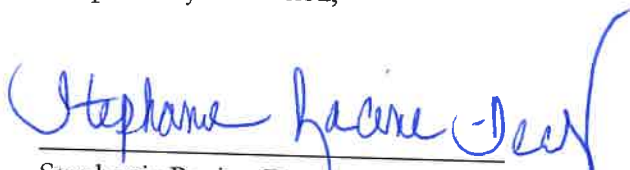
-BUSINESS FROM THE FLOOR-

None


-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Benson and approved by all. The meeting adjourned at 8:38 p.m.

Respectfully submitted,


Stephanie Racine-Dean, Town Clerk

ATTEST:


Michael Kline, Mayor