

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

March 13, 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, Kimberly Davis and Kelly Benson. Also present were Police Chief Stephen Yates, Town Administrator, Melissa B. Cook-MacKenzie, Assistant Town Administrator, Grant Handley and Town Clerk Stephanie Racine-Dean.

A moment of silence was observed.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the February 28, 2024 meeting, as presented, was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

APPOINTMENTS & OATH OF OFFICE-

Mayor Kline administered the Oath of Office to Kimberly A. Davis. Her term expires in March 11, 2026.

-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-

Resolution 2024-03-01 Adjustment of various progression scales to reflect Annotated Code of Maryland Labor and Employment Article; Title 3; Subtitle 4; Section 3-413 – starting wage \$15.00/hour

A motion to approve Resolution 2024-03-01 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 February 28, 2024 Town Board Meeting:

- March 7th attended a meeting with Vice-Mayor Benson and town staff regarding the dock lease agreement that has been in place at the North East Community Park Pier

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Planning Commission meeting on Tuesday, March 5, 2023.

Commissioner Benson

Commissioner Benson reported he attended a meeting along with Mayor Kline and town staff regarding the dock lease agreement that has been in place at the North East Community Park Pier, on Thursday, March 7th.

Commissioner Davis

None

Town Administrator

Mrs. Cook-MacKenzie entered into the record her reports since the February 28, 2024, Town Board meeting.

- March 1st, ZOOM along with Circuit Rider/Project Manager with Senator Van Hollen and Senator Cardin regarding the application for the finished Water Pump Station
- Department Head weekly meetings
- March 7th attended a meeting with Vice-Mayor Benson and town staff regarding the dock lease agreement that has been in place at the North East Community Park Pier
- Completed Cecil Nights-Winter Lights, report is due by the end of March

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- Met with Assistant Town Administrator on several projects that are in various stages
- Vanguard Cleaning Service will be sending a new crew for the Town Hall and Police Station. The prior contractor that was servicing the Town has been dismissed
- Circuit Rider/Project Manager, has resigned from her position and her last day will be Friday, March 22nd, this position will be advertised
- Attended a panel discussion today, at the Cecil Leadership Institute

Assistant Town Administrator

Mr. Handley entered into the record his reports since the February 28, 2024, Town Board meeting:

- Attended North East Chamber of Commerce Mixer, Thursday, February 29th at Woody's Restaurant
- Met with Cecil County Roads Division to assess erosion and a damaged stormwater culvert off Lums Road, which is the Town's responsibility to repair
- Street signs continue to be replaced
- Met with North East Chamber of Commerce on various town projects
- Received MS4 feedback from the Maryland Department of Environment (MDE), will be making minor changes to our report per SOLTZ suggestions
- Been working with the Maintenance Supervisor regarding estimates to renovate the North East Community Park Restrooms
- Working with Grant Rider/Project Manager regarding the preparation of her job duties
- Rave Mobile is ready for external users. There has been approximately 300 enrolled through the soft launch
- Crouch pavilion contract is signed, next step waiting for a start date from AUI Power
- Continue to learn at the Cecil Leadership Institute
- Planning for the roof replacement for Town Hall, gave a small presentation of what material would be used. The cost of the project, \$220,000.00 with a 30 year warranty

Commissioner Crothers-Moore requested for the contractor to give a presentation regarding the roof replacement at town hall, the material and cost prior of approval.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

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 Davis. No other nominations were made and the Board unanimously elected Commissioner Benson.

Request for Approval – North East Chamber of Commerce Special Event Application – Second Friday’s on “The Green”

Mrs. Cook-MacKenzie presented to the Board a Special Event Application for the North East Chamber of Commerce, Second Friday’s on “The Green”.

A motion to approve the Special Events Application with the Conditions made by the Special Events Committee was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all. Commissioner Davis abstained from voting.

Adopt Program Citizen Participation Plan & Adopt Residential Anti-Displacement and Relocation Assistance Plan

Mrs. Cook-MacKenzie gave a brief description on both items listed below to the Board for approval:

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

A motion to approve the Adopt Program Citizen Participation Plan and the Residential Anti-Displacement and Relocation Assistance Plan was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

Chesapeake City Water Tours, LLC – Request for Lease Renewal

Mrs. Cook-MacKenzie presented to the Board a Request for Lease Renewal for Chesapeake City Water Tours, LLC.

A motion to approve the Request for Lease Renewal Agreement for One Year with the option for review at the end of that year to Chesapeake City Water Tours, LLC was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

Water Allocation: 120EM, LLC for 16/18 South Main Street, North East – Requesting 1 Equivalent Residential Units per day

Mrs. Cook-MacKenzie presented to the Board a Water Allocation Request for 120EM, LLC, 16/18 South Main Street, North East for 1 equivalent residential units.

A motion to approve the Water Allocation Request for 250 gallons per day, with the recommendation of the Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

Personnel Matter – Promotion

Mrs. Cook-MacKenzie presented to the Board, a Promotion to Sergeant for the North East Police Department. Mrs. Cook-MacKenzie stated Corporal Morgan has been with the Town for sixteen years and before coming to the North East Police Department served with the

Cecil County Sheriff's Office for nineteen years. Corporal Morgan was a Sergeant with the Cecil County Sheriff's Office before retirement. Corporal Morgan not only has the knowledge for the promotion but continues to perform over and beyond his duties not only for the community but for his fellow officers. It is with recommendation from Chief Yates, Corporal Bilton Morgan be promoted to Sergeant with the North East Police Department.

A motion to promote Corporal Bilton Morgan to Sergeant effective March 17, 2024 was made by Commissioner Benson, seconded by Commissioner Crothers-Moore and approved by all.

-MISCELLANEOUS-

Commissioner Benson requested a follow-up regarding the information he requested regarding the ARPA Funds at the last town board meeting. A list of items were given to Commissioner Benson from the Director of Finance at tonight's Board meeting.

Mrs. Cook-MacKenzie advised the Board, at the next town board meeting, there will be a Charter Amendment presented for their review.

Mrs. Cook-MacKenzie explained to the Board the bidding process and guidelines the town has followed over the years. Mrs. Cook-MacKenzie is making a recommendation along with town staff, instead of the existing bid process that is in place, change to, solicit written quotes. Also suggested, changing the dollar amount, which is located in the purchasing manual showing \$25,000 with the request change to \$75,000. This would allow town staff to directly solicit written quotes to the contractors.

Mayor Kline requested along with the Commissioners to have town staff prepare a written document reflecting the changes and send to them directly for review.

Chief Yates informed the Board he has information regarding the old Howard's Market on Mauldin Avenue. Chief Yates contacted the Cecil County Liquor Board, they advised the business can move forward to open as long as they met the criteria that was requested by their office. The business will be opening the end of March 2024.

Chief Yates wanted to let the Board know, Councilman Al Miller's father passed away, Francis Grove Miller, Jr. His service will be held Monday, March 18th, Crouch's Funeral Home starting at 11:00 am.

-APPROPRIATIONS-

ARPA (*) Funds Request – repair concrete floor at the Upper Bay Museum in the North East Community Park

A motion to approve ARPA Funds Request and to proceed with a conversation with the tenant of the Upper Bay Museum regarding the repair of the concrete floor was made by Commissioner Benson, seconded by Commissioner Davis and approved by all.

ARPA (*) Funds Request – repaint exterior and roof of Boat Building at the North East Community Park

A motion to approve ARPA Funds Request, to repair exterior and roof of Boat Building at the at the North East Community Park was made by Commissioner Benson, seconded by Commissioner Bernard-Dutton and approved by all.

ARPA (*) Funds Request – replace five (5) valves & four (4) actuators at the Leslie Water Treatment Plant

A motion to approve ARPA Funds Request, to repair five valves & four actuators at the Leslie Water Treatment Plant was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

ARPA (*) Funds Request – convert remaining twenty (20) 5/8 inch water services to Sensus meters

A motion to approve ARPA Funds Request, to convert remaining twenty 5/8 inch water services to Sensus was made by Commissioner Davis, seconded by Commissioner Bernard-Dutton and approved by all.

Amending Resolution Number 2023-08-01 to reduce borrowing from \$33,000.00 to \$2,500.00 from the General Fund by the Stormwater Management Fund for MS4 Educational Materials- The funding will be provided by ARPA

Mrs. Cook-MacKenzie requested this item to be held, until the next Town Board meeting due to additional information that is needed for approval.

(*) American Rescue Plan Act of 2021

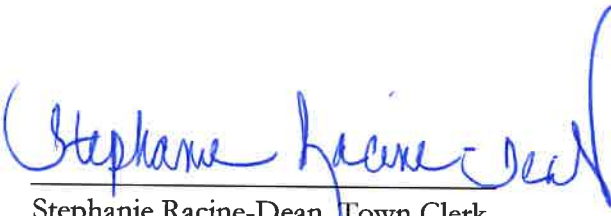
-BUSINESS FROM THE FLOOR-

Mr. Russell Polo, 4-6 North Main Street, North East, wanted to thank the town staff for the services provided regarding his wife being struck in a cross walk in town on Wednesday, February 28th. The number of services that were on scene was overwhelming with gratitude.


-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Benson, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 8:15 p.m.

Respectfully submitted,


Stephanie Racine-Dean, Town Clerk

ATTEST:


Michael Kline, Mayor