

**MAYOR AND COMMISSIONERS**

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

**April 10, 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, Kelly Benson and Kimberly Davis. Also present were Police Chief Stephen Yates, Director of Planning Betsy Vennell, Town Administrator Melissa 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 March 27, 2024 meeting, as presented, was made by Commissioner Bernard-Dutton, seconded by Commissioner Benson and approved by all.

**APPOINTMENTS & OATH OF OFFICE-**

None

**-PUBLIC HEARING-**

None

**-APPOINTMENTS-**

None

**-GUESTS-**

None

**-PUBLIC COMMENT-**

None

Town Board Approved Minutes April 24, 2024

**INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

North East Zoning Ordinance Amendments:

Ordinance 2024-04-01 – Article 3. Definitions. Adding definitions for Cannabis Grower, Cannabis Processor, Cannabis Independent Testing Laboratory, Dispensary, and Cannabis On-Site Consumption Establishment.

Ordinance 2024-04-02 – Article 3. Definitions. To add a definition for a Cigar Shop as a commercial establishment which exclusively sells cigars, cigar accessories and cigar equipment, and to provide for on-premises cigar testing and cigar lounge.

Mrs. Cook-MacKenzie advised the Board, these items are for introduction only. There will be further discussion at the next town board meeting on April 24, 2024.

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

None

**-REPORTS-**

Mayor Kline

Mayor Kline reported he attended the following meetings since the March 27, 2024, Town Board Meeting:

- March 28<sup>th</sup> Coffee Day and administered the Oath of Office to Commissioner Kimberly A. Davis
- April 8<sup>th</sup> Fiscal Year 2025 Proposed Budget meeting along with Vice-Mayor Benson and town staff
- April 9<sup>th</sup> met with Adam Hiob, Council President for the City of Aberdeen, Maryland regarding the Maryland Municipal League Cecil/Harford Chapter

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Planning Commission meeting on Tuesday, April 2, 2024.

Commissioner Benson

Commissioner Benson entered into the record his reports since the March 27, 2024, Town Board meeting.

- April 8<sup>th</sup> Fiscal Year 2025 Proposed Budget meeting along with Mayor Kline and town staff on Monday, April 8<sup>th</sup>

- April 10<sup>th</sup> Cecil County Tourism Office and Cecil County Economic Development Commission regarding AI software
- April 10<sup>th</sup> meeting with the Director of Finance, regarding educational information on the process of the Fiscal Year Budget. Afterwards, met with town staff regarding the Town's water system

Commissioner Davis

None

Town Administrator

Mrs. Cook-MacKenzie entered into the record her reports since the March 27, 2024, Town Board meeting.

- Planning Commission meeting
- Town's attorney, David Beste and Director of Planning regarding annexation
- Department Head weekly meetings
- Assistant Town Administrator regarding ongoing projects along with the ARPA projects

Assistant Town Administrator

Mr. Handley entered into the record his reports since the March 27, 2024, Town Board meeting:

- Working closely with the Mike Devine, towns IT Specialist regarding, the new cloud based phone system, ONSIPP.
- Continuing to solicit estimates for various projects such as the North East Community Park Bathroom remodeling. Leslie Water Treatment Plant tin siding replacement and paving of various lots/roads
- Thanks to Delegate Jeff Ghrist's and Delegate Kevin Hornberger's office for awarding the Town \$90,000.00 grant for the environmental study for the nature preserve
- Attended the last day of the Maryland Legislative Session on Monday, April 8<sup>th</sup> to express our gratitude
- Continue to solicit bids and monitor the Lums Road stormwater culvert project. After further inspection, the pipe under Lums road is crushed, further complicating the scope of work needing to be done. The firm the town has been consulting with on this issue, who are also contracted by Cecil County Government and the State of Maryland
- Met with Melissa to prepare a bid for the North East Police Department Administration Building project
- The new playground and fitness equipment for the North East Community Park should be installed sometime in May
- The camera project is moving forward, as town staff works with the on-call electrician
- Cecil College Leadership is still ongoing

- Thank you to Mayor Kline for his service to the Town, mentoring and friendship -  
**UNFINISHED BUSINESS-**

Town Hall Roof Replacement – ARPA Project

A motion to approve the Town Hall Roof Replacement with the recommendation of the Town Administrator and Assistant Town Administrator was made by Commissioner Bernard-Dutton, seconded by Commissioner Benson. Commissioner Crothers-Moore declined to approve the motion for the replacement of the Town Hall Roof Replacement.

**-NEW BUSINESS-**

Deed of Conveyance: Ridgely Forest, Section 3B – Phase 1, 1A and 2

Mrs. Cook-MacKenzie presented to the Board a Deed of Conveyance, Ridgely Forest, Section 3B – Phase 1, 1A and 2.

A motion to approve the Deed of Conveyance, with the recommendation of the Planning and Zoning Office was made by Commissioner Benson, seconded by Commissioner Davis and approved by all.

Maryland Department of Transportation: Annual Tour- Priority Letter

A motion to approve the Maryland Department of Transportation Annual Tour Priority Letter, with the recommendation of the Planning and Zoning Office was made by Commissioner Crothers-Moore, seconded by Commissioner Benson and approved by all.

**-APPROPRIATIONS-**

R4-01861 Allied Control Services, Inc. - Replace electric actuators at Leslie WTP using ARPA funding \$38,720

A motion to approve Requisition R4-01861 to Allied Control Services, INC for the replacement of the electric actuators at the Leslie Water Treatment Plant in the amount of \$38,720.00 was made by Commissioner Benson, seconded by Commissioner Bernard-Dutton and approved by all.

R4-01886 Derstine Company LLC - Final payment storage tank mixers \$137,100

A motion to approve Requisition R4-01886 to Derstine Company for the Final Payment Storage Tank Mixers in the amount of \$137,100.00 was made by Commissioner Benson, seconded by Commissioner Davis and approved by all.

R4-01891 Shannon Baum Signs, Inc. - Signs for Street Sign Project \$30,359.66

A motion to approve Requisition R4-01891 to Shannon Baum Signs, INC for the Signs for the Street Sign Project in the amount of \$30,359.66 was made by Commissioner Davis, seconded by Commissioner Benson and approved by all.

R4-01917 Shannon Baum Signs, Inc. - Labor for Street Sign Project through 3/28/24 \$37,960

A motion to approve Requisition R4-01971 to Shannon Baum Signs, INC for the Labor of the Street Sign Project in the amount of \$37,960.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

**-MISCELLANEOUS-**

Mayor Kline wanted to express his enjoyment of serving the Town of North East not only as Mayor but on several committees he served on. Mayor Kline also thanked the Commissioners and the entire town staff for their endless support over the years.

**-BUSINESS FROM THE FLOOR-**

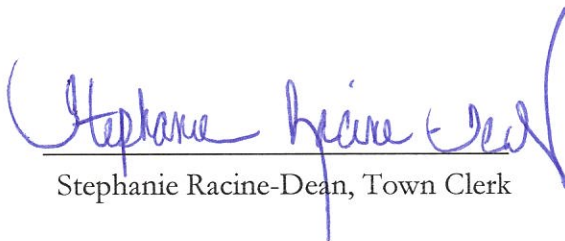
None


**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Bernard-Dutton, seconded by Commissioner Benson and approved by all. The meeting adjourned at 7:40 p.m.

Respectfully submitted,

ATTEST:

  
Stephanie Racine-Dean, Town Clerk

  
Kelly A. Benson, Mayor