

MAYOR AND COMMISSIONERS

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

July 24, 2024

The Town Meeting was called to order by Mayor Kelly Benson at 7:00 P.M. Present were Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore and Kimberly Davis. Also present were Maintenance Supervisor Richard Gregg, 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. Absent from tonight's meeting, Police Chief Stephen Yates and Water Superintendent Ron Carter.

A moment of silence was observed.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the June 26, 2024 meeting, as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Davis and approved by all.

-APPOINTMENTS & OATH OF OFFICE-

A motion to re-appoint to the Planning Commission, Mark T. Dobbins, 151 North East Isles Drive, North East to a five year term expiring July 19, 2029 was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC COMMENT-

None

-GUESTS-

Mrs. Dawn Rodenbaugh, Program Administrator, Cecil County Neighborhood Youth Panel, Fiscal Year 2025 Update

Mrs. Dawn Rodenbaugh expressed her gratitude to the Board for the continued support they have given to the Cecil County Neighborhood Youth Panel. Her appearance this evening is to request support for the Fiscal Year 2025. This panel is a juvenile diversion program which gives first-time juvenile misdemeanor offenders the option of appearing before a panel of community volunteers rather than entering the juvenile court system. In addition, the panel gives the community the opportunity to be directly involved in the process of determining

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sanctions for youth offenders, monitoring sanction compliance and acting as positive role models to our youth.

Mayor Benson and the Board expressed the importance of this program and the continued success this has throughout the community.

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Benson

Mayor Benson reported he attended the following meetings since the June 26, 2024 Town Board Meeting:

- Attended Salute to Cecil County Veterans, Wednesday, July 3, 2024 at the North East Community Park
- Conversation by phone with Water Superintendent, Ron Carter regarding a water issue, July 9th
- Met with the Town Administrator and Assistant Town Administrator, July 10th
- Met with Town Attorney Mr. Beste, Chief Yates, Town Administrator and Assistant Town Administrator regarding the events that are taking place in town by young adults. Discussed were actions the town can take by adding tools to minimize the effects for our residence

Mayor Benson reported he is working to fill the open Commissioner seat on the Board. Mayor Benson stated there are several opportunities which he is in the process of pursuing.

Mayor Benson reported the town Administration along with town's engineer is doing a thorough review of the town hall roof project. This information will be presented to the Board at the next town meeting, Wednesday, July 31st.

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the following meetings since the June 26, 2024 Town Board Meeting:

- Attended Salute to Cecil Count Veterans, Wednesday, July 3, 2024 at the North East Community Park.

- Attended the Harford-Cecil Chapter of the Maryland Municipal League Dinner on Thursday, July 11th, located in Havre de Grace, Maryland

Commissioner Davis

Commissioner Davis reported she attended the following meetings since the June 26, 2024 Town Board Meeting:

- Toured and volunteered at the Cecil County Pregnancy and Life Resource Center in Elkton, Maryland on June 27th
- Volunteered and spent time with residence at Laurel Wood Nursing home on June 28th
- Attended Salute to Cecil County Veterans, Wednesday, July 3, 2024 at the North East Community Park.
- Attended Harford-Cecil Chapter of the Maryland Municipal League Dinner on Thursday, July 11th, located in Havre de Grace, Maryland
- Attended 2nd Fridays in the Town on Friday, July 12th

Town Administrator

Mrs. Melissa Cook-MacKenzie reported she attended the following meetings since the June 26, 2024 Town Board Meeting:

- Weekly meetings with the Department Heads
- Weekly meetings on Tuesdays with the Administration staff along with the Assistant Town Administrator and Grant Writer
- Working with Director of Planning preparing for the Comprehensive Plan update that is reviewed approximately every 10-12 years. The first meeting is scheduled for Thursday, July 25th starting at 4:00 p.m. There has also been lengthy meetings regarding the final edits for the written version for the North East Preserve
- Several interviews, Water Department, which is looking favorable along with the Maintenance Department.
- The town has secured the Circuit Rider position, funded by the grant. This individual is currently working with other Municipalities in the County.
- Unemployment hearing, which went in the town's favor
- Meeting along with the Director of Planning with the Cecil County Department of permits regarding their new software system
- Earlier today, received notification about the last application that she and Karen Schaeffer worked on, the Rolling Mill Water Treatment Plant finished water pump station. The town is in the running to receive 2.6 million from Maryland Department of Transportation (MDE) with a construction start of September 1, 2025.

Mrs. Cook-MacKenzie presented to the Board, a Promotion, Master Patrolman, Anthony Williams to Corporal, with a 3 percent increase in pay retroactive, starting Wednesday, June 12th, 2024.

Mrs. Cook-MacKenzie reported on behalf of the Water Superintendent, Ron Carter, the last set of testing for the Total Trihalomethanes (TTHMs) and Rejuvenating Hydrator (HA5's).

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The Maryland Department of Environment (MDE) reported, the test results of 3 locations were reflecting well under and the other location was extremely high. Since this is out of the ordinary, MDE instructed for the town to have the test retested.

Assistant Town Administrator

Mr. Grant Handley reported on behalf of Chief Yates, currently at the Cecil County Fair participating in the celebrity pig race. On Saturday, July 27th, he will be judging the pretty baby contest. Also, National Night Out will be, Tuesday, August 6th at the North East Community Park.

Mr. Grant Handley reported he attended the following meetings since the June 26, 2024 Town Board Meeting:

- The cubicle has been removed from the meeting room
- Town has settled on 105 Water Street and removed the bamboo
- Police Station parking lot is being milled and paved this week
- State Highway Administration (SHA) is patching South Main Street this week
- Pre-Bid meeting with Melissa, Amy and Chief for the North East Police Department (NEPD) Administration Building Project
- The Reverse Auction has been postponed until September
- Working on having various components of the Town GIS mapped and creating our own map, separate from Cecil Government
- Met with three different MS4 consultant firms. Various interviews were held, technical abilities were assessed, and prices were critically examined. He hopes to have a recommendation for you at the next meeting
- Working on the beginning of Phase II of brick sales, which he anticipate will run from early September through or around Christmas
- Various ARPA projects are in progress, including MS4 designs, fencing and pumping station. Constructing sand for the volleyball pits, North East Community Park
- Working closely with Melissa and Amy to acquire the grant money congressionally earmarked for us
- Working with Melissa shifting focus to Turner Park to get the approved concepts engineered
- Construction on the new Town Hall storage room will begin tomorrow, July, 25th
- Attended the Salute to Cecil County Veterans at the North East Community Park on Wednesday, July 3rd
- Attended the Maryland Municipal League (MML) Cecil-Harford Annual Dinner Thursday, July 11th in Havre de Grace, Maryland
- Spoke to the North East Rotary Club this morning, July 24th at the United Methodist Church, North East

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 6.1.24 to 6.30.24
- General Fund Balance Sheet as of 6.30.24

Director of Planning and Zoning

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

- Major Facility \$59,500.00
- Connection Fees \$40,040.00
- Permit Fees \$620.00
- Application Fees \$200.00
- Finance Processing Fees \$30.00
- 4 Occupancy Permit Issued
- 4 Deck Permits
- 3 Sign Permits
- 0 New Home Construction – Ridgeley Forest
- Ridgeley Forest Total Occupancies – 540
- Code of Ordinance Violations – 16 friendly reminders

Mrs. Vennell reported the Special Event Committee met several times in June regarding 2nd Fridays. There have been several updates regarding the change of dates due to rain. Also, the Crab Crawl will be returning to town on Saturday, September 14th.

Mrs. Vennell reported this afternoon the town received notification from the Town of Charlestown, who submits for the Circuit Rider Program to the State of Maryland. They were reapproved for an additional year, receiving \$80,000 which is a \$5,000 increase from last year.

Maintenance Supervisor

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

- New trash truck is working well, cutting down on trips to the Cecil County Landfill
- Milling and patching is going well on South Main Street

Mayor Benson entered into the record, on behalf of the Water Superintendent, the June 2024 Water report.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Water Allocation Request: Chesapeake Club Apartments: 227 Equivalent Residential Units - 1500 Chesapeake Club Drive, North East, Maryland

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Mrs. Cook-MacKenzie presented a Water Allocation Request for Chesapeake Club Apartments, North East for 227 residential units, 56,000 gallons per day.

A motion to approve the Water Allocation Request for 56,000 gallons per day, with the recommendation of the Planning and Zoning Office was made by Commissioner Davis, seconded by Commissioner Bernard-Dutton and approved by all.

-MISCELLANEOUS-

None

-APPROPRIATIONS-

1. Budget Amendment 2024-012 – ARPA Funded Purchases

A motion to approve Budget Amendment 2024-012 for ARPA Funded Purchases was made by Commissioner Crothers-Moore, seconded by Commissioner Davis and approved by all.

2. Budget Amendment 2025-001 - Critical Area Grant Reduction in Annual Funding

A motion to approve Budget Amendment 2025-001 for Critical Area Grant Reduction in Annual Funding was made by Commissioner Davis, seconded by Commissioner Bernard-Dutton and approved by all.

3. Requisition R4-02574 - Republic Services re: Excess Over Blanket Purchase Order Covered by Additional Customer Fees - \$42,753.17

A motion to approve Requisition R4-02574 to Republic Services, for Excess Over Blanket Purchase Order Covered by Additional Customer Fees in the amount of \$42,753.17 was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.

4. Requisition R5-00019 - Local Government Insurance Trust: July 2024 Health Insurance- \$51,956.68

A motion to approve Requisition R5-00019 to Local Government Insurance Trust for July 2024 Health Insurance, in the amount of \$51,956.68 was made by Commissioner Crothers-Moore, seconded by Commissioner Davis and approved by all.

5. Requisition R5-00020 - Local Government Insurance Trust: August 2024 Health Insurance- \$62,796.84

A motion to approve Requisition R5-00020 to Local Government Insurance Trust for August 2024 Health Insurance, in the amount of \$62,796.84 was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

6. Requisition R5-00059 - North East Fire Company: Budget Approved Donation - \$30,000
A motion to approve Requisition R5-00059 to North East Fire Company Donation, in the amount of \$30,000.00 was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.
7. Requisition R5-00061 - Local Government Insurance Trust: Blanket for 10 Months Health Insurance - \$788,500
A motion to approve Requisition R5-00061 Insurance Trust Blanket for 10 Months Health Insurance, in the amount of \$788,500.00 was made by Commissioner Bernard-Dutton, seconded by Commissioner Davis and approved by all.
8. Requisition R5-00062 - John Deere Financial: Blanket for 12 Months Gasoline & Diesel - \$107,100
A motion to approve Requisition R5-00062 John Deere Financial for 12 Months Gasoline and Diesel, in the amount of 107,100.00 was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.
9. Requisition R5-00063 - Republic Services: Blanket for 12 Months Trash & Recycle Residential Service – \$526,000
A motion to approve Requisition R5-00063 Republic Services for 12 Months Trash and Recycle Residential Service, in the amount of 526,000.00 was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all.
10. Requisition R5-00064 - Lecco Pipe Line Construction: Blanket for 12 Months Water Line Repair - \$250,000
A motion to approve Requisition R5-00064 Lecco Pipe Line Construction Blanket for 12 Months Water Line Repair, in the amount of 250,000.00 was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.
11. Requisition R5-00066 Core & Main re: Blanket for 12 Months Water Service Supplies - \$40,000
A motion to approve Requisition R5-00066 Core & Main Blanket for 12 Months Water Service Supplies, in the amount of 40,000.00 was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all
12. Requisition R5-00067 - Coyne Chemical re: Blanket for 12 Months Water Service Chemicals - \$240,000
A motion to approve Requisition R5-00067 Coyne Chemical Blanket for 12 Months Water Service Chemicals, in the amount of 240,000.00 was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all

13. Requisition R5-00068 - Clifton Larsen Allen LLP re: Blanket for FY 2025 Audit - \$38,013

A motion to approve Requisition R5-00068 Clifton Larsen Allen LLP Blanket for Fiscal Year 2025, in the amount of 38,013.00 was made by Commissioner Bernard-Dutton, seconded by Commissioner Davis and approved by all

14. Requisition R5-00069 - M&T Bank, Trustee for CDA re: Blanket for Debt Service of General Fund – \$142,888

A motion to approve Requisition R5-00069 M&T Trustee for CDA Blanket, Debt Service of General Fund in the amount of 142,888.00 was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all

15. Requisition R5-00070 - M&T Bank, Trustee for MDWQFA re: Blanket for Debt Service of Water Fund - \$701,305

A motion to approve Requisition R5-00070 M&T Trustee for MDWQFA Blanket, Debt Service of Water Fund in the amount of 701,305.00 was made by Commissioner Bernard-Dutton, seconded by Commissioner Davis and approved by all

16. Requisition R5-00073 - Local Government Insurance Trust re: Annual General Liability, Property, Auto Insurance - \$87,358

A motion to approve Requisition R5-00073 to Local Government Insurance Trust, for the Annual General Liability, Property and Auto Insurance in the amount of \$87,358 was made by Commissioner Davis, seconded by Commissioner Crothers-Moore 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 Davis, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 8:20 p.m.

Respectfully submitted,

ATTEST:

Stephanie Racine-Dean, Town Clerk

Kelly A. Benson, Mayor