

**MAYOR AND COMMISSIONERS**

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

**September 11, 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 Police Sergeant Bilton Morgan, Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator, Grant Handley and Director of Planning, Betsy Vennell. Town Clerk Stephanie Racine-Dean was absent from the meeting.

A moment of silence was observed.

**-APPROVAL OF MINUTES-**

September 4, 2024

A motion to approve the minutes of the September 4, 2024 meeting, as presented, was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.

**-OATH OF OFFICE-**

None

**-PUBLIC COMMENT-**

None

**-GUESTS-**

None

**-APPOINTMENTS-**

1. Michael Kline, Appointment to the Board of Supervisors of Elections  
Term Expires: October 1, 2025

A motion to approve Michael Kline to the Board of Supervisors of Elections was made by Commissioner Davis. The motion was seconded by Commissioner Bernard- Dutton and approved by all.

Town Board Approved Minutes September 25, 2024

**-RE-APPOINTMENTS-**

A motion to approve the re-appointment of the following six individuals was made by Commissioner Davis. The motion was seconded by Commissioner Crothers-Moore and approved by all.

1. Ulysses Grant Demond IV, Re-Appointment to the Board of Supervisors of Elections  
Term Expires: October 1, 2025
2. Ruth Gonce, Re-Appointment to the Board of Supervisors of Elections. Term expires:  
October 1, 2025
3. Martha Kline, Re-Appointment to the Board of Appeals, three year term, expires October  
8, 2027
4. S.J. Anderson, Re-Appointment to the Board of Appeals, two year term, expires October  
8, 2026
5. Russell Polo, Re-Appointment to the Board of Appeals, three year term, expires October  
8, 2027
6. Colleen McCandless, Re-appointment to the Board of Appeals, one year term, expires  
October 8, 2025.

**-PUBLIC COMMENT-**

None

**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

None

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

None

**-REPORTS-**

Mayor

- Mayor Benson reported that he attended the meeting with Underwood and Associates regarding potential MS-4 projects.
- Mayor Benson attended miscellaneous meetings with the Town Administration.

Town Administrator

- Department Head weekly meetings
- Westover Water Main Project bid opening
- First meeting on the Route 272 Corridor Plan/WILMAPCO
- Underwood and Associates meeting regarding MS-4 potential projects

In addition Ms. Cook-MacKenzie reported:

- A list is being prepared for the town board to review for the Route 272 Corridor Plan steering committee members.
- The Full-Time Maintenance Department position has been filled.
- There have been two administrative promotions in Police Department.
- Water Department: a notice will be on the water bills for quarter ending September 30<sup>th</sup> notifying the customers that as of July the water system is back in compliance regarding total Trihalomethanes (TTHM) and Haloacetic Acids (HAA5). In May the water department had notified customers that water system had slightly exceeded the standard or maximum levels.
- Ms. Cook-MacKenzie is working with multiple stages of grants and a larger overview will be at the next Town Board meeting, September 25, 2024.
- Finished Water Pump Station Project: The Town received word that they are in good standing with Maryland Department of the Environment concerning this project.

Assistant Town Administrator

Mr. Handley reported:

- Legacy Brick Project: Phase two of this project and associated advertising is moving forward. Legacy Bricks are available for purchase.
- The North East Community Park Volleyball area will be installed next week. The volleyball teams will be ready to play in October.
- The Lums Road project is stalled due to a change of the scope of work.
- Attendance at the Underwood and Associates meeting regarding MS-4 projects and designs.
- Working through the ARPA projects and deadlines.
- Working on the paperwork for grant reimbursements.
- He was on vacation last week in New Orleans, LA.

**-UNFINISHED BUSINESS-**

None

**-NEW BUSINESS-**

Election of Vice Mayor

In accordance with Section 407 of the Town Charter Mayor Benson requested nominations for Vice Mayor. A motion to elect Commissioner Davis as Vice Mayor was made by Commissioner Bernard-Dutton. The motion was seconded by Commissioner Crothers-Moore and approved by all.

**-MISCELLANEOUS-**

None

Westover Place Water Project

Ms. Cook-MacKenzie distributed (see attached) the bid tabulation for the Westover Place water main and service lines replacement project to the Town Board. Ms. Cook-MacKenzie reported that the existing water main has been in the ground since the mid-1970's and is in desperate need of replacement. Repairs to this water main have cost the Town an average of \$30,000.00 per year over the last three years. Of the three bids received, two bids are very close in price. The County owns the roads; therefore, when the pre-construction meeting is held a County Roads Department employee will be invited. In addition, when notice to proceed is issued to the Contractor, the Town will invite residents within the neighborhood to a meeting to explain the process and outline how they will communicate with the residents on a daily basis. Ms. Cook-MacKenzie will send the Board information of the type of pipe that supplies Westover Place. Award of the bid will be on the September 25<sup>th</sup> Town Board agenda.

Powder Activated Carbon Project at both the Leslie and Rolling Mill Water Treatment Plants:

Ms. Cook-MacKenzie reported that the Powder Activated Carbon project advertising has started.

**-APPROPRIATIONS-**

1. Requisition R5-00398 - Water Services Professionals of PA, Inc. - \$159,500 - Rehabilitate One Up-flow, Buoyant Media Clarifier For Water Treatment – ARPA

The firm is located in Pennsylvania. They have applied for the appropriate license to do business in Maryland. A motion to approve Requisition R5-00398 for \$159,500.00 with the condition that the firm submits a copy of their Maryland license to the Finance Director before payment is made, was made by Commissioner Crothers-Moore. Commissioner Davis seconded the motion and the motion was approved by all.

2. Budget Amendment 2025-002 - Revenue: \$40,000 Grant from MD Department of Transportation (MDOT) - New Connecting Bikepaths Grant Program. Expenditure: \$10,000 from ARPA funds to meet matching requirement of MDOT Grant Program

A motion to approve Budget Amendment 2025-002 as outlined above was made by Commissioner Bernard-Dutton. Commissioner Davis seconded the motion and the motion was approved by all.

**-BUSINESS FROM THE FLOOR-**

Town Board Approved Minutes September 25, 2024


None


**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Davis, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 7:24 p.m.

Respectfully submitted,

ATTEST:

  
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Betsy Vennell, Director of Planning

  
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Kelly Benson, Mayor