

MAYOR AND COMMISSIONERS

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

September 4, 2024

The Town Meeting was called to order by Mayor Kelly Benson at 7:00 P.M. Present were Commissioners Hilary Crothers-Moore, and Kimberly Davis. Also present were Police Chief Stephen Yates, Town Administrator, Melissa B. Cook-MacKenzie, Assistant Town Administrator, Grant Handley; Director of Finance, Vonnie Steman, Maintenance Supervisor, Rich Gregg, and Director of Planning, Betsy Vennell. Water Plant Superintendent, Ron Carter and Town Clerk Stephanie Racine-Dean were absent from the meeting.

A moment of silence was observed.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the August 14, 2024 meeting, as presented, was made by Commissioner Davis and seconded by Commissioner Crothers-Moore. The motion was approved by all.

APPOINTMENTS & OATH OF OFFICE-

None

-PUBLIC HEARING-

None

-APPOINTMENTS-

None

-GUESTS-

None

-PUBLIC COMMENT-

None

Town Board Minutes September 4, 2024
Approved September 11, 2024

INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor

Mayor Benson attended the following meetings since the August 14, 2024 Town Board Meeting:

- August 21, meeting with Garland about the roof project
- Town Administrator regarding MS-4 Projects around the town to meet the requirements.
- Miscellaneous meetings with Town Administration

Town Administrator

Mrs. Cook-MacKenzie attended the following meetings since the August 14, 2024 Town Board meeting.

- August 15, 22, 29, the weekly Department Head Meetings
- Architect for the Police Administration Building bids
- Participated Public Information Compliance Meeting Act
- Meeting with Assistant Town Administrator-various projects
- August 22, 2024 - Comprehensive Plan Workshop August plan workshop
- Contractor meetings on various jobs
- Steve Riley-Powder Carbon Activated project will soon to go out to bid
- Attended a meeting at Westover Place regarding the water main project.

In addition,

- Mrs. Cook-Mac Kenzie will be attending the bid opening September 6, 2024 regarding the water main replacement in Westover Place
- 105 Water Street- A final offer for this property will be given to the owner on September 5, 2024.
- Camera project: The IT Contractor and Alarm Contractor went to each site to go over each camera and discuss any problems with the Department Heads.

Assistant Town Administrator

Mr. Handley reported he attended the following since the August 14, 2024 Town Board meeting:

Town Board Approved Minutes September 4, 2024

Town Board Approved September 11, 2024

- Correspondence with the Elk and North East Rivers Watershed Association-reporting that they are currently inspecting the outfalls for MS-4 compliance.
- Concluded reading buddies program at Cecil County Public Library
- Attended a meeting with the Grant Writer, The Town Administrator and the Mayor concerning potential MS-4 projects to meet the requirements of the Town.
- North East School District School-Back to school Bash
- Lums Road: project plans
- Cecil County Governments quarterly meeting: MS-4
- Westover Place water main replacement meeting
- Volleyball: Reporting that volleyball will be returning to the North East Community Park which Cecil County Parks and Recreation is excited about.
- Back meeting room: The remainder of the work to the back meeting room is due to be done soon.
- Crouch pavilion: Nearly complete
- Reverse Auction for a less expensive electrical rate: The North East Fire Company may be interested in joining this program.

Director of Finance:

Mrs. Steman reported:

- The Monthly finance report was submitted to the Town Board.
- The Check Register has been submitted to the Board
- The Balance Sheet has been submitted to the Board
- The Finance Office is gathering information for the auditors for FY23/24.
- She has been keeping track of the ARPA spending, reporting that the available funds were not reduced, and there are three remaining months to have the money spent
- Camera Project: Quotes are needed to do the work to address by the Department Heads.
- Ms. Cook-MacKenzie reported that the Carbon Powder and Westover Place Water Main project will take a large cut from the remaining ARPA funds.

Director of Planning

Mrs. Vennell entered the July 2024 Planning and Zoning Report into the record.

In addition, Mrs. Vennell reported that the last occupancy permit for Ridgely Forest was signed last week. At this time, the Ridgely Forest Development is completely built out and occupied.

Town Board Approved Minutes September 4, 2024

Town Board Approved September 11, 2024

Maintenance Supervisor

Rich Gregg reported:

- A message board, purchased with ARPA funds, was received last week. .
- A back-up generator will be purchased next week with the ARPA funds.
- They have been working on the North East Community Park.
- The new trash compactor truck has been very effective for cutting time.

Water Plant Superintendent

Mr. Ron Carter, Water Plant Superintendent was absent from the meeting. Assistant Town Administrator read the July 2024 report into the record.

Police Chief

Steven Yates, Police Chief presented his July 2024 Police report into the record.

Chief Yates reported that in response to the speeding complaint on East Cecil Avenue, received at the Town Board in August, Chief Yates monitored traffic several times over the past few weeks and stopped two vehicles for speeding. Chief Yates reported that he has been moving the new “speed trailer” around town and has had good success. The trailer will also be utilized at Events in Town. The trailer was purchased through a grant.

Chief Yates will be attending a Maryland Chiefs and Sherriff's Conference in Ocean City, Maryland next week. Chief Yates reported that Sergeant Bilton Morgan will attend the Town Board Meeting on September 11, 2024 in his absence.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Town Administrator

1. Scannell Properties #443, LLC: Deed of Conveyance for Water Main and appurtenances 800 Red Toad Road/Bethel Church Road, North East, Maryland.

Commissioner Davis made a motion to accept the deed of conveyance for Red Toad Road/Bethel Church Road. The motion was seconded by Commissioner Crothers-Moore and the motion was approved by all.

-MISCELLANEOUS-

Town Board Approved Minutes September 4, 2024

Town Board Approved September 11, 2024

Mayor

Mayor Benson reported that there has been a vacancy on the Town Board for a Vice-Mayor, which will be on the agenda at the next Town Board meeting.

-APPROPRIATIONS-

1. Requisition R5-00386 – Garland/DBS, Inc. - \$189,982 - Town Hall Roof – ARPA

Mayor Benson reported that this will be funded by ARPA and was first presented earlier in 2024. The requisition for the project was met with friction and discussion. Mayor reported that he has spent some time working with the contractor to work out the costs of the project. After small changes to the contract, a price reduction of \$30,000.00 was offered by the Contractor. Commissioner Crothers-Moore stated her appreciation that Mayor Benson has worked with her concerns, and Ms. Crothers-Moore understands that this is ARPA money and it has a deadline to be spent. Commissioner Kimberly made a motion to approve Requisition R5-00386. Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

2. Requisition R4-02711 – Allied Control Services, Inc. \$47,550.20 – SCADA Project

Ms. Cook-MacKenzie reported that the SCADA project had previously been awarded \$700,000.00, and the Town is required to pay 20 percent of that price. Ms. Cook-MacKenzie reported that the Contractor for the project has been working through the EPA requirements. A motion to approve Requisition R4-02711 was made by Commissioner Crothers-Moore. Commissioner Davis seconded the motion and the motion was approved by all.

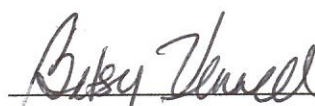
-BUSINESS FROM THE FLOOR-

None

-ADJOURNMENT-


With there being no further business to discuss, a motion to adjourn was made by Commissioner Davis. The motion was seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:34 p.m.

Respectfully submitted,



Betsy Vennell,
Director of Planning

ATTEST:



Kelly Benson,
Mayor

Town Board Approved Minutes September 4, 2024
Town Board Approved September 11, 2024