

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

July 31, 2024

The Town Meeting was called to order by Mayor Kelly Benson at 7:00 P.M. Present were Commissioners Catherine Bernard-Dutton and Hilary Crothers-Moore. Also present were Police Chief Stephen Yates, Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator Grant Handley and Town Clerk Stephanie Racine-Dean. Absent from tonight's meeting, Commissioner Kimberly Davis.

A moment of silence was observed.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the July 24, 2024 meeting, as presented, was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all.

APPOINTMENTS & OATH OF OFFICE-

None

-PUBLIC HEARING-

None

-APPOINTMENTS-

None

-GUESTS-

None

-PUBLIC COMMENT-

None

Town Board Approved Minutes August 14, 2024

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 July 24, 2024, Town Board Meeting:

- Toured the Rolling Mill Treatment Plant along with, Town Administrator, Assistant Town Administrator and the Water Superintendent on Wednesday, July 31st
- Met with a Consultant regarding the MS4 Project on Cecil Avenue and South Main Street on Wednesday, July 31st
- Met with Town Administrator along with the candidate for County Executive, Adam Streight and a member of his future staff.
- Several miscellaneous meetings

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Planning Commission Workshop, Thursday, July 25th

Town Administrator

Mrs. Cook-MacKenzie entered into the record her reports since the July 24, 2024, Town Board meeting:

- Department Head
- Comprehensive Plan meeting, Thursday, July 25th
- Call with Environmental Protection Agency (EPA) and Maryland Department of Environment (MDE), regarding the water plant projects, SCADA and the pond dredging
- Met with Jeff Isaacs along with Chief Yates regarding the North East Fire Department Carnival
- Met with Water Superintendent along with one of the applicants that applied for the position at the water treatment
- Met with McCrone Engineering along with town staff regarding stormwater management along with phases at Turner Park
- Met with Mayor Benson along with the candidate for County Executive, Adam Streight and a member of his future staff.

- Toured the Rolling Mill Treatment Plant along with, Mayor Benson, Assistant Town Administrator and the Water Superintendent on Wednesday, July 31st
- Met with the Director of Planning regarding the North East Preserve and getting the final document prepared for the committee to review in the month of August 2024
- Working with the Grant Writer on processing addendums for the North East Police Station Administration Building Project

Assistant Town Administrator

Mr. Handley entered into the record his reports since the July 24, 2024, Town Board meeting:

- Managing various ARPA Projects such as:
 1. North East Police Department (NEPD) paving
 2. Town Hall Construction
 3. Lums Road Repair
- Working with the Town Administrator regarding the Turner Park Project and what concept plan to include, such as, parking, pickle ball and a dog park.
- Working with Environmental Protection Agency (EPA) and Maryland Department of Environment (MDE), to satisfy various requirements so the grant funding may be awarded to the Town
- Damaged Storm Drain Infrastructure found after bamboo was cleared at 105 Water Street

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Town of North East Municipal Separate Storm Sewer System (MS4) Program Consultant Selection

Mr. Grant Handley gave an overview regarding the Municipal Separate Storm Sewer System (MS4) Consultant Report.

The Municipal Separate Storm Sewer System (MS4) program is a challenging and costly Federal and State requirement designed to ensure that the Town of North East maintains a healthy and environmentally beneficial stormwater management program. To meet these requirements effectively, it is considered best practice for county and municipal governments to engage an MS4 Consultant for specialized tasks that cannot be performed internally. These tasks include:

- Best management practice (BMP) device and database management
- Report writing
- Impervious acre credit identification, design, and bid/build
- Illicit discharge investigations
- Outfall inspection support

- Advisement on new MS4 guidelines
- Production of various housekeeping reports

Starting on July 1, created a comprehensive scope of work document outlining the Town's MS4 needs in a consultant. Subsequently, interviewed three firms based in Maryland or Delaware. Their technical skills were assessed, and their pricing was compared. Upon conclusion of this analysis, I recommend selecting Dewberry Engineers Inc. They currently manage Cecil County Government's MS4 program, which offers numerous benefits to the Town. They also received high technical scores and were the lowest bidder by a significant margin. Estimated annual costs of services will range between \$15,000 and \$18,000, while one-time fixed costs will range between \$22,500 and \$26,000. This is very cost-effective in the realm of MS4. As a reminder to the board, Underwood and Associates is the firm the Town of North East is working with to design and create MS4 credit yielding projects similar to those seen at Havre De Grace.

A motion to approve Dewberry Engineers Inc. to serve as the Town of North East MS4 Consultant with the recommendation by the Town Administrator and Assistant Town Administrator was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all.

104 & 106 West Cecil Avenue (NEPD Lots) – Paving and Drainage Issues Change Order: Richard Mort DBA RCM Paving \$29,000

Mr. Grant Handley presented to the Board, 104 & 106 West Cecil Avenue (NEPD Lots) Paving and Drainage Issues Change Form.

A motion to approve the 104 & 106 West Cecil Avenue (NEPD) Lots, Paving and Drainage Issues Change Order to Richard Mort DBA RCM Paving in the amount of \$29,000.00 with the recommendation by the Town Administrator and Assistant Town Administrator was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-MISCELLANEOUS-

None

-APPROPRIATIONS-

Requisition R4-02422 Garland/DBS, Inc. - Town Hall Roof – ARPA- \$216,955

Mayor Benson is requesting Requisition R4-02422 to Garland/DBS, Inc. for the Town Hall Roof in the amount of \$216,955.00, be tabled until the next town board meeting.

Requisition R4-02708 Cecil County Government - Public Safety Communication Service for the period 7/1/23 to 6/30/24 - \$42,998.52

A motion to approve Requisition R4-02708 to Cecil County Government for Public Safety Communication Service in the amount of \$42,998.52 was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all

Requisition R5-00160 Richard Mort, RCM Paving – Change Order for North East Police Department Paving Project - ARPA \$29,000

A motion to approve Requisition R5-00160 to Richard Mort, RCM Paving for the Change Order, North East Police Department Paving Project in the amount of \$29,000.00 was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all.

-MISCELLANEOUS-

None

-BUSINESS FROM THE FLOOR-

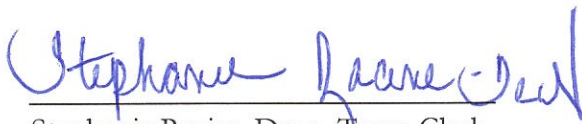
Chief Yates reminded the Board, National Night Out 2024 will be held on Tuesday, August 6th at the North East Community Park from 5:00 – 8:00 P.M.

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 7:23 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Kelly A. Benson, Mayor