

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

November 13, 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 Chief Stephen Yates, Assistant Town Administrator Grant Handley and Town Clerk Stephanie Racine-Dean. Town Administrator Melissa Cook-MacKenzie attended tonight's meeting via, Zoom.

A moment of silence was observed.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the October 23, 2024 meeting, as presented, was made by Commissioner Davis, seconded by Commissioner Bernard-Dutton and approved by all.

APPOINTMENTS & OATH OF OFFICE-

None

-PUBLIC HEARING-

None

-GUESTS-

None

-PUBLIC COMMENT-

None

INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

Town Board Approved Minutes November 20, 2024

-REPORTS-

Mayor Benson

Mayor Benson reported he attended the following meetings since the October 23, 2024 Town Board Meeting:

- October 25th, welcomed Governor Larry Hogan
- October 29th attended the North East Rotary Club, “Meet & Greet”, Woody’s Crab House, South Main Street, North East
- October 30th various staff meeting, North East Town Hall
- November 5th Election Day
- November 6th met with the Executive Director, Megan McRay from the Cecil County Chamber of Commerce
- November 11th gave a presentation to the North East Stock Club regarding projects throughout the town and future visions
- November 13th met with the Assistant Town Administrator and Director of Finance regarding ARPA projects and the Comprehensive Plan

Commissioner Bernard-Dutton

Commissioner Crothers-Moore reported she attended the following since the October 23, 2024 Town Board Meeting:

- October 25th, welcomed Governor Larry Hogan
 - November 6th thru Friday November 8th, attended the Maryland Municipal League Fall Conference at the Hyatt Regency, Chesapeake Bay Golf Resort, Cambridge, Maryland
- Commissioner Bernard-Dutton also reported she graduated from the Academy for Excellence in Local Government while at the Fall Conference.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the following since the October 23, 2024 Town Board Meeting:

- October 25th, welcomed Governor Larry Hogan
- October 26th, attended the Annual Halloween Party, Saturday at the North East Community Park
- October 31st, Halloween handed out candy along with town staff in front of town hall
- November 7th, attended a Planning Commission meeting, for the Planning and Steering

Commissioner Davis

Commissioner Davis reported she attended the following since the October 23, 2024 Town Board Meeting:

- October 25th, welcomed Governor Larry Hogan
- October 26th, attended the Annual Halloween Party, Saturday at the North East Community Park
- October 27th, voted early for the Presidential Election

- October 31st, Halloween handed out candy along with town staff in front of town hall
- November 1st, attended the Ribbon Cutting at the Flag Shop, 610 South Main Street for the Grand Re-Opening
- November 6th thru Friday November 8th, attended the Maryland Municipal League Fall Conference at the Hyatt Regency, Chesapeake Bay Golf Resort, Cambridge, Maryland
- November 12th, participated in the Neighborhood Youth Panel

Town Administrator

Mrs. Cook-MacKenzie entered into the record her reports since the October 23, 2024, Town Board meeting:

- Department Head along with Administration staff
- October 25th, welcomed Governor Larry Hogan
- Community Development Block Grant Program (CDBG) meeting regarding Riverwoods
- Interviewed a possible candidate for the Water Plant Operator Trainee. Mrs. Cook-MacKenzie happily announced the position has been filled by this person
- Pre-Construction meeting for the Westover Place Project
- Met Jennifer Goldbach regarding the Holly Tree float that carry's Santa. The concern is the spectators are not visibly seeing Mr. & Mrs. Claus. After discussion, Jennifer suggested she speak with Robert Crouch to see if he would lend his Chris Craft Wooden boat to carry Santa, this would blend nicely, due to the town being a water oriented community
- Public meeting Westover Place water main replacement project. On Monday, November 18th, the Town of North East will host a meeting regarding the logistics of the Westover Place project, to the residents/property owners
- Deadline for the Cecil County Christmas Parade is November 22nd

Assistant Town Administrator

Mr. Handley entered into the record his reports since the October 23, 2024, Town Board meeting:

- Town Hall roof fire for the second time. The town publicly thank all first responders, citizens, and staff involved in handling the various aspects of the fire. Various damaged roofing material have been repaired and/or replaced and the project is on pace to finish on schedule. The front town hall door is in process of being replaced
- The town's Maryland Separate Storm Sewer System (MS4) has been submitted to the Maryland Department of the Environment and meeting the deadline of Thursday, October 31st
- Preconstruction meeting on Monday, November 4th for the Westover Place water main replacement project. On Monday, November 18th, the Town of North East will host a meeting regarding the logistics of the Westover Place project, to the residents/property owners
- The Town hosted a site visit to the Department of Natural Resources at the North East Community Park. This was to show them the future Maryland Separate Storm

Sewer System (MS4) projects. The Town intends on applying to their grant program the month of December 2024

- Attended the North East Elementary School (NEES) Dads at the Door and the NEES's steering committee on community relations
- Attended the Cecil County Chamber of Commerce's First Responder Dinner on Tuesday, November 12th, hosted by Sandy Cove Ministries. Congratulations to Lieutenant Michael Hickey and Patrolman First Class Austin Lee for their awards, it was a pleasure seeing them receive the recognition they deserve
- Public Notices on Unknown Service Lines
- Various other projects such as North East Police Department (NEPD) Administration Building, Westover Place, Yellow House on Mauldin Avenue, North East Comprehensive Plan Steering Committee, and the North East Preserve Environmental Study

Mr. Handley reminded the Board, he will be meeting with members of the Chesapeake Feline Association, 88 Spring Hill Lane, North East next week to help address the cats at the North East Community Park.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Town of North East 2024 Christmas Bonus

Mr. Handley presented to the Board the 2024 Christmas bonuses which are in accordance with the personnel manual. Commissioner Davis made a motion to approve the 2024 Christmas bonuses, Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

Deed of Conveyance for Water Appurtenances - Ridgely Forest Clubhouse. Owner: The Ridgely Forest Homeowner's Association; Plat entitled FINAL PLAT SECTION III-B PHASES 1 AND 1-A-RIDGELY FOREST; Plat Book PC No. 1122, folio 04 - Value \$11,800.00

Mr. Handley presented to the Board Deed of Conveyance for Water Appurtenance at the Ridgely Forest Clubhouse. Confirmation from the Town's Engineer advised the document can be signed, as the water utility improvement associated with Ridgely Forest Clubhouse is acceptable.

A motion to approve the Deed of Conveyance for Water Appurtenances, Ridgely Forest Clubhouse valued at \$11,800.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Davis and approved by all.

Public Works Agreement Extension Request Ridgely Forest & Landscape Agreement Extension Request Ridgely Forest

Mr. Handley presented to the Board Public Works Agreement Extension Request along with a Ridgely Forest Landscape Agreement. Sections:

- Ridgely Forest Section VI. New Expiration date: December 30, 2025
- Section 3B: New Expiration Date June 30, 2025
- Section 5A: New Expiration Date November 30, 2025
- Section 5B: New Expiration Date November 30, 2025
- Section 6: New Expiration Date November 30, 2025

A motion to approve the above Public Works Agreement Extension Request & Landscape Agreement Extension Requests, Ridgely Forest per the above listed Sections, was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-MISCELLANEOUS-

Mr. Handley briefed the Board, the Town's engineer will be discussing the Powder Activated Carbon upgrades at the Leslie/Rolling Mill Water Treatment Plants at the next town board meeting, Wednesday, November 20th. This is financed through a grant and it is very important it is under contract by the end of this year. Mr. Handley also reported there will also be a Turner Park proposal given to the Board for their review.

Mr. Handley reminded the Board, there will be a public workshop for the Maryland Route 272 Corridor Plan 2025, Tuesday, November 19th from 5:00 – 7:0 P.M. at the North East Library, 485 Maudlin Avenue, North East.

Jennifer Goldbach, 38 North East Isles Drive, North East, Maryland

Jennifer Goldbach, 38 North East Isles Drive, North East asked the town if they could replace 2 street lamp posts globes, one located at Impressions Salon beside Aspen, South Main and the other on the corner of West & South Main Street. She is asking for the town to replace both globes, Mayor Benson stated he would take her suggestion in consideration for repair. She also thanked Mayor Benson for his R.S.V.P. to attend the Tree Lighting, Friday, November 29th at 5:30 P.M. on, "The Green".

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

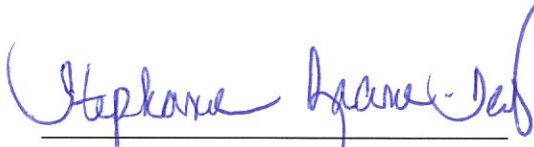
None

-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 7:30 p.m.

Respectfully submitted,

ATTEST:



Stephanie Racine-Dean, Town Clerk

 Assistant
Town
Admin

^{on} Behalf of Kelly A. Benson, Mayor