

MAYOR AND COMMISSIONERS

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

November 20, 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 Kim Davis. Also present were Police Chief Stephen Yates, 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. Water Superintendent Ron Carter was absent from tonight's meeting.

A moment of silence was observed.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the November 13, 2024 meeting, as presented, was made by Commissioner Davis, seconded by Commissioner Bernard-Dutton and approved by all.

-APPOINTMENTS & OATH OF OFFICE-

None

-GUESTS-

Mr. Karl Fockler, President of the Martha Lewis, Chesapeake Heritage Conservancy and Mr. Dennis Taylor, Commodore to the Martha Lewis

Mr. Fockler, President of the Martha Lewis, Chesapeake Heritage Conservancy and Mr. Dennis Taylor, Commodore, gave a brief history of the Skipjack. Built in 1955 with her sister ships, Lady Kate and Rose Parks were built in the yard alongside Martha. The Maryland Skipjack has served the community well since her 1994 restoration. Twenty eight years later, the Martha Lewis was due for a remake and is in the final stages of a six year restoration at Hutchins Park, Havre de Grace and is scheduled to return to service in 2024. Mr. Fockler stated he would like to share the Skipjack with the neighboring Cecil County, to give students the opportunity to study the Bay, surrounding rivers, regional marine life and the environment.

After discussion, it was agreed by the Board to move forward to have the Martha Lewis, Skipjack visit the North East Community Park floating dock in the Summer of 2025.

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

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None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

-REPORTS-

Mayor Benson

Mayor Benson reported he attended the following meetings since the November 13, 2024 Town Board Meeting:

- Tuesday, November 19th, attended the Maryland Route 272 Corridor Plan 2025 Workshop, North East Library, Mauldin Avenue
- Wednesday, November 20th, various meetings with the town's Administration

Commissioner Bernard-Dutton

Commissioner Bernard-Dutton reported she attended the retired, Mayor Kline's daughter Mara Kline, Memorial on Saturday, November 16th.

Commissioner Crothers-Moore

None

Commissioner Davis

Mayor Benson reported he attended the following meetings since the November 13, 2024 Town Board Meeting:

- Sunday, September 17th attended English Second Language training
- Tuesday, November 19th, attended the Maryland Route 272 Corridor Plan 2025 Workshop, North East Library, Mauldin Avenue

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the November 13, 2024 Town Board Meeting:

- Weekly staff & Department Head meetings
- Attended the retired, Mayor Kline's daughter, Mara Kline Memorial on Saturday, November 16th.
- Friday, November 15th, orientation with the new-hire, Cody Widener, Water Plant Operator Trainee for the North East Water Department
- Met with Brian Morgan and the Director of Planning regarding Lots 98, 99 and 100 at North East Isles
- November 18th, Westover Place public meeting, 106 South Main Street
- Tuesday, November 19th, attended the Maryland Route 272 Corridor Plan 2025 Workshop, North East Library, Mauldin Avenue
- Various meetings with Mayor Benson
- Tuesday, November 19th, Kick-Off Master Plan 20 year study update meeting

Assistant Town Administrator

Mr. Grant Handley reported he attended the following meetings since the November 13, 2024 Town Board Meeting:

- November 18th, Westover Place public meeting, 106 South Main Street
- Tuesday, November 19th, attended the Maryland Route 272 Corridor Plan 2025 Workshop, North East Library, Mauldin Avenue
- Tuesday, November 19th, met with the Feline Association, they are unable to offer relocation services
- Tuesday, November 19th, Kick-Off Master Plan 20 year study update meeting
- Wednesday, November 20th, Roof Inspection

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 to 10.1.24 to 10.31.24
- General Fund Balance Sheet as of 10.31.24

Mrs. Stemen reported the annual audit along with letter of reports have been received by CliftonLarsonAllen LLP, which are located on the Board's tablets for your review along with the town's IT structure.

Director of Planning and Zoning

Mrs. Vennell entered into the record the October 2024 Planning and Zoning Monthly report.

In addition, Mrs. Vennell reported the following, Planning Office Project Status:

- A. Duie Pyle, 10 Center Drive, North East - Cross Dock Facility and Maintenance Building with truck wash
- Brad Carillo, 10 South Main Street and Edward & Dawn Reynolds, Applicants 402 East Cecil Avenue – Elk River Brewing at the Ford House
- Tony Covatta, 2 South Main Street & Applicant Christopher Yates – Leo's Smash Burgers and Dogs
- Police Department Administration Building – Rehabilitation and change of use
- 131 South Main Street – Renovation due to fire
- 13 South Main Street – Relocation of Untamed Hair and Treats by Zeets

Mrs. Vennell also reported she attended, the Maryland Route 272 Corridor Plan 2025 Workshop, North East Library, Mauldin Avenue on Tuesday, November 19th.

Maintenance Supervisor

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

- Street Project has been completed
- Getting reading for the Cecil County Christmas Parade. The new banners have been hung along with the wreaths

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- New outlets have been installed at the North East Community Park

Chief of Police

Chief Yates entered into the record the October 2024 Crime and Traffic Breakdown Report for the North East Police Department. In addition, Chief Yates reported the following:

- All Officers have completed their yearly Physical Ability Test that is required by the State of Maryland
- Tuesday, November 19th, attended the Maryland Route 272 Corridor Plan 2025 Workshop, North East Library, Mauldin Avenue along with the Christmas Parade Committee meeting
- Thursday, November 21st, received an invitation to be a guest speaker at a High School Leadership Conference at Sandy Hill, 11:00 am.
- December 14th, Shop with a Cop will be hosted by the North East Police Department for 10 families/children in our community. The reception will be held at the North East Fire Company, Mauldin Avenue.

Assistant Town Administrator, Grant Handley entered into the record, on behalf of the Water Plant Supervisor, Ron Carter the October 2024 Monthly Report for the North East Rolling Mill and Leslie Water Plants.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Town Administrator

Rolling Mill Water Treatment Plant (WTP) and Leslie WTP – Installation of Powder Activated Carbon System – \$437,000 MDE Water Quality Grant \$42,000 MDE Water Quality Loan 205,628 ARPA Funds

A motion to award the contract for the Rolling Mill and Leslie Treatment Plants to Johnston Construction Company and to approve Requisition R5-00973 in the amount of \$684,628.00 was made by Commissioner Davis, second by Commissioner Crothers-Moore and approved by all.

Turner Park Project - Forest Stand Delineation, Wetland Delineation, Forest Conservation Plan, Boundary/Topographic Survey, Environmental Site Design (Stormwater Management)/Erosion and Sediment Control Design, Site Construction Design, and Bid Phase Coordination – ARPA Funds

A motion to award the contract for the Turner Park Survey to McCrone, INC. and to approve Requisition R5-00797 in the amount of \$65,000.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-MISCELLANEOUS-

Town Administrator, Melissa Cook-MacKeznie gave a history/update regarding the street lamp posts, located at Impressions Salon beside Aspen, South Main Street and the other location, the corner of West & South Main Street. These 2 street lamps that are damaged are located on private property which the owners purchased. After discussion, with the Mayor and town staff, the town will try to accomplish a resolution to repair the lamp posts without a great expense to the town.

-APPROPRIATIONS-

Budget Amendment 2025-004

1. Revenue: \$205,628.00 ARPA
2. Revenue: \$437,000.00 MDE Water Quality Grant
3. Revenue: \$42,000 MDE Water Quality Loan
4. Expenditure: \$479,000 Rolling Mill Water Treatment Plant and Leslie Water Treatment Plant Installation of Powder Activated Carbon System
5. Expenditure: \$205,628 Rolling Mill Water Treatment Plant and Leslie Water Treatment Plant
6. Installation of Powder Activated Carbon System

A motion to approve Budget Amendment 2025-004 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 Crothers-Moore, seconded by Commissioner Davis and approved by all. The meeting adjourned at 8:10 p.m.

Respectfully submitted,

ATTEST:

Stephanie Racine-Dean, Town Clerk

on
Behalf
of

Kelly A. Benson, Mayor

 Assistant
Town
Administrator