

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

December 11, 2024

The Town Meeting was called to order by Vice-Mayor Kimberly Davis 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. Mayor Kelly Benson was absent from tonight's meeting.

Vice-Mayor Davis announced Mayor Benson and his wife Molly, had their baby boy, Emerson Oliver Benson on Tuesday, December 10, 2024.

A moment of silence was observed to give thanks to all the men and women that serve and protect us along with Commissioner Crothers-Moore and family as they support the recovery of her sister Erin, her nephew Gideon and the passing of Erin's fiancés Daniel Steele.

Vice-Mayor Davis requested an amendment to tonight's agenda due to the Closed Session. Vice-Mayor Davis would like to discuss the Appropriations and Old Business prior to the Closed Session which is located under New Business.

A motion to approve the amendment to tonight's agenda, was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the November 20, 2024 meeting, as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

APPOINTMENTS & OATH OF OFFICE-

None

-PUBLIC HEARING-

None

-GUESTS-

Town Board Approved Minutes January 22, 2025

None

-PUBLIC COMMENT-

None

INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the November 20, 2024 Town Board Meeting:

- November 25th attended Coffee Day and spoke with employees at Town Hall
- November 27th attended Festival of Trees sponsored by CASA
- November 29th attended the Tree Lighting on "The Green"
- December 6th attended Maryland Recycling webinar sponsored through Maryland Municipal League (MML)
- December 7th Volunteered and attended the Cecil County Christmas Parade
- December 11th met with the Town Administrator to go over several items on tonight's agenda

Commissioner Bernard-Dutton

Commissioner Bernard-Dutton reported she attended the following meetings since the November 20, 2024 Town Board Meeting:

- November 25th attended Coffee Day
- December 7th Volunteered and attended the Cecil County Christmas Parade

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she has been spending time with her family as they support the recovery of her sister Erin, her nephew Gideon and the passing of Erin's fiancé Daniel Steele.

Town Administrator

Mrs. Cook-MacKenzie entered into the record her reports since the November 20, 2024, Town Board meeting:

- Department Head along with Administration staff
- December 11th spoke with the town's Bond Counsel regarding the \$42,000 loan for the Powder Activated Carbon Project.

- Met with Joe Tilley, LECCO Excavating regarding the Westover Project. The contract has been signed and the materials will be ordered

Mrs. Cook-MacKenzie thanked town staff along with the volunteers for all their hard work to make the 2024 Cecil County Christmas Parade a success.

Assistant Town Administrator

Mr. Handley entered into the record his reports since the November 20, 2024, Town Board meeting:

- Martha Lewis Skipjack is at the North East Community Park and the Commodore, Dennis Taylor is decorating with Christmas lights. This will be a nice addition to Winter Lights – Cecil Nights
- Guest Speaker at the North East High School, Friday, December 6th
- Town of North East Department of Public Works went to a State Highway Administration (SHA) training session regarding salt management. This is helpful with the town's Municipal Separate Storm Sewer System (MS4) Permit Program
- Camera project is moving forward, with the help of town staff and working closely with the contractor. The focus is to have everything on the same system which will allow easy accessibility for staff to view.
- Volunteered for the Cecil County Christmas Parade and got to drive the North East Police Department buggy
- Working with the Finance Department getting all contracts wrapped-up for ARPA for the audit. This would include, invoices, contracts and minutes all compiled together

Mr. Handley gave an update on the cats in the North East Community Park. On Monday, December 9, 2024 met with Cecil County Animal Services. Per their review, they would like to trap each cat, assess them for vaccination status and spade and neuter. If they are friendly or friendly adjacent they will be eligible for adoption. In the meantime, there has been a notice posted advising the community:

Upon review, the Town of North East has been advised by the Maryland Department of Health (MDH) and the American Veterinary Medical Association (AVMA) not to establish a cat colony on public property. This guidance is based on concerns related to public health, environmental impacts, and potential risks of injuries or property damage. In alignment with these recommendations, the Town Board has opted not to support the establishment of a cat colony.

Additionally, we are working in partnership with Cecil County Animal Services to safely relocate the cats for adoption and ensure they receive necessary vaccinations and health assessment.

-APPROPRIATIONS-

Requisition R5-00487 Chapman Ford of Horsham \$46,351.00 Purchase of Police 2025 Ford Explorer using ARPA

A motion to approve Requisition R5-00487 to Chapman Ford of Horsham for the 2025 Ford Explorer using ARPA Funds in the amount of \$46,351.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

Requisition R5-01123 104 Water Street LLC \$36,085.00 Purchase of 104 Water Street using ARPA

A motion to approve Requisition R5-01123 to 104 Water Street LLC for the Property at 104 Water Street using ARPA Funds in the amount of \$36,085.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-BUSINESS FROM THE FLOOR-

Mr. Russell Polo, 4 North Main Street, North East attended the Cecil County Christmas Parade along with his family that lives in Millersville. They had a ball, greatly appreciated and well done.

-NEW BUSINESS-

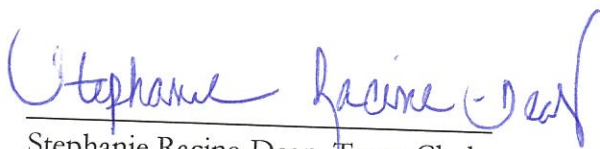
Mrs. Cook-MacKenzie read into the record, at 7:35 p.m. on December 11, 2024 at the North East Town Hall Meeting Room, 106 South Main Street.

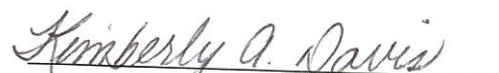
The purpose of the Closed Session Meeting is pursuant to the Annotated Code of Maryland, General Provisions, Section 3-305 (b) (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; Section 3-305 (b) (7) "To consult with counsel to obtain legal advice" and Section 3-305 (b) (8) "To consult with staff, consultants, or other individuals about pending or potential litigation."

A motion to move to a Closed Session was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Kimberly A. Davis, Vice-Mayor