

MAYOR AND COMMISSIONERS

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

March 26, 2025

The Town Meeting was called to order by Vice-Mayor Kimberly Davis at 7:00 P.M. Present were Commissioners Hilary Crothers-Moore and Neil DeMatt. Also present were Police Chief Stephen Yates, Maintenance Supervisor Richard Gregg, Water Superintendent Ron Carter, 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. Absent from tonight's meeting, Mayor Kelly Benson and Commissioner Bernard-Dutton.

A moment of silence was observed to give thanks to all the men and women that protect and serve us.

-APPROVAL OF MINUTES-

Vice-Mayor Davis tabled the approval of the minutes of the March 12, 2024 as presented due to the absence of Commissioner Bernard-Dutton. These minutes will be presented and approved on Wednesday, April 9, 2025.

-APPOINTMENTS & OATH OF OFFICE-

Economic Development Commission

A motion to approve the appointment of Clyde Van Dyke to the North East Economic Development Commission was made by Commissioner DeMatt. The motion was seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the appointment of Jeff Sellers to the North East Economic Development Commission was made by Commissioner DeMatt. The motion was seconded by Commissioner Crothers-Moore and approved by all.

-GUESTS-

None

-INTRODUCTION OF NORTH EAST CHARTER AMENDMENT: C-2025-3-1

Mrs. Cook-McKenzie tabled the Introduction of North East Charter Amendment C-2025-3-1 due to the absence of Mayor Benson. Mrs. Cook-MacKenzie also stated the Town's attorney has several questions regarding the amendment. The Introduction of C-2025-3-1 will be presented on Wednesday, April 9, 2025.

Town Board Approved Minutes April 9, 2025

-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 March 12, 2025 Town Board Meeting:

- 3.13.25 & 3.20.25 Taught English, “Second Language” classes for Cecil County through United Redeemed Church
- 3.15.25 Attended Cecil Dance Centers Junior Dance Troops Production of Beauty and the Beast
- 3.18.25 Attended the Master Gardner’s First Class of a series about, “Garden Senses” which was held at the North East Library, Mauldin Avenue
- 3.20.25 Attended Coffee Day, North East Town Hall along with Commissioner Crothers-Moore
- 3.26.25 Met Town Administrator to go over tonight’s agenda and other projects throughout the town

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended Coffee Day, Thursday, March 20th at the North East Town Hall.

Commissioner DeMatt

- Continuing to work on the Town of North East Easter Eggstravaganza which will be held on Saturday, April 12, 2025 from 12:00 – 4:00 PM at the North East Elementary School. There will be pictures taken with the Easter Bunny at the “Little House on the Green”, during this time also.
- Met with the Assistant Town Administrator today to go over tonight’s agenda and go into depth of the Emergency Response Program.

Water Plant Superintendent

Mr. Ron Carter entered into the record the February 2025 Monthly Report for the North East Rolling Mill and Leslie Water Plants. In addition Mr. Carter reported the following:

- There will be a pre-construction meeting, Thursday, March 27, 2025 at 10:00 AM here at Town Hall. In attendance, Maryland Department of the Environment (MDE), town’s engineer and town staff regarding the Powder Activated Carbon rooms at the Leslie & Rolling Mill Treatment Plants.

Town Administrator

Mrs. Melissa Cook-MacKenzie reported she attended the following meetings since the March 12, 2025 Town Board Meeting:

- Weekly Department Head meeting
- Met with the Director of Finance along with Department Heads to go over their proposed budgets
- Met with the town attorney to go over several projects
- Attended the first Economic Development Commission meeting with the new members
- Conducted a pre-construction meeting with Duie Pyle for the North East Commerce Center, Lums Road
- Attended the North East Isles HOA meeting along with Chief Yates
- Attended the Route 272 corridor study meeting
- Met with Grunge Muffin regarding the town's website along with North East Community Park & Main Street signage
- Meeting with McCrone and staff regarding requirements for Turner Park phase one
- Five Town's Partnership meeting

Assistant Town Administrator

Mr. Grant Handley reported he attended the following meetings since the March 12, 2025 Town Board Meeting:

- Getting cameras operational at the Leslie Water Treatment Plant while also improving the building's network and cellular connection
- Met with the Town's landscaping firm to discuss expectations for the upcoming season
- Attended the Economic Development Commission meeting on March 19th
- Consolidating and updating park signage
- Rich and I have completed an inventory of all Town roads and sidewalks to establish a timeline for repairs
- Held a large pre-construction meeting for the new A. Duie Pyle facility off Center Drive
- Continuing work on annexation requirements
- Connected Underwood & Associates with Chris Vanderslice to explore a potential partnership for shoreline restoration near the pumping station at the North East Community Park
- Working with the Town's electrician to get power to pedestrian poles. Waiting on consistent weather, expecting to meet again tomorrow the 27th
- Reminder, tomorrow, I encourage everyone to attend the Cecil County Health Department's Behavioral Health Public Listening Session at Cecil College's North East Campus in the Technology Center Building. The event runs from 5–7 p.m. and will provide key information and resources on issues such as overdoses and mental health. Vice-Mayor Davis and I will be in attendance.

Director of Finance

Mrs. Vonnie Stemen entered in the record the list of payments issued since the last Board Meeting. In addition Mrs. Stemen reported the following:

- Check Register as of 2.21.25 to 3.19.25
- General Fund Balance Sheet as of 2.28.25
- Statement of Revenue and Expenditures ending to 2.1.25 to 2.28.25

Mrs. Stemen reported there is also a budget analysis on the Board's tablets. Mayor Benson encouraged her to provide this to the Board. This chart reflects the 2025 Budget along with the 2025 Actual Expenditures to date. This reflects the progression where the town is towards the end of the 2025 fiscal year.

Director of Planning and Zoning

Mrs. Betsy Vennell entered into the record the February 2025 Planning and Zoning Monthly report. Mrs. Vennell advised the Board, the Town Administrator will be reporting the Planning Office Commercial Business status.

Mrs. Vennell reported ENERWA met Monday, March 24th and they are finalizing their report card and will be sending it out to the residents in Cecil County, the month of May 2025. Last year they sent over 14,000, this year it depends on the funding.

Mrs. Vennell reported the Elk and North East Rivers Watershed Association Project Clean Stream will be Saturday, April 5th at 9:00 AM. They will meet on North East Isles Drive near the Stony Run Bridge. Sites will include the area around North East Isles Drive along Stony Run and Gilpin Falls.

Maintenance Supervisor

Mr. Gregg entered into the record the February 2025 Monthly Report for the Town of North East Maintenance Department. In addition, Mr. Gregg reported the following:

- New salt boxes cut down on the usage of salt this Winter Season
- Assistant Town Administrator acquired for the town a Maryland State contract to cut down on the price of salt compared to buying at Lowes
- Adding a lot more landscaping to the town with the help of the new contractor

Chief of Police

Police Chief Yates entered into the record the February 2025 Crime and Traffic Breakdown Report for the North East Police Department. In addition, Chief Yates reported the following:

- Saturday, March 29th the North East Police Department will be assisting the Rising Sun Police Department with their 5K Tiger Trout. Chief Yates will be attending along with Officer Kelty from 8:30 – 10:30 AM to help with traffic.
- There is progress at the new administration building. This week they have installed the flooring and working on the ceiling.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Emergency Response Plan Update: Cyber Security Incident

Mr. Handley presented to the Board an update regarding the Cyber Security Incident Plan. This is an event that threatens the confidentiality, integrity, or availability of the Town's information systems. Mr. Handley gave examples:

Common Threats

- **Phishing:** A fraudulent attempt to obtain sensitive information by disguising as a trustworthy entity
Example: An employee receives an email appearing to be from the Town Administrator requesting login credentials
- **Ransomware:** Malicious software that locks access to files until a ransom is paid
Example: A public works computer is locked, demanding payment to restore access
- **DDoS Attack:** Overloading a network or website with traffic to make it unavailable
Example: The Town's website is flooded with requests, making it inaccessible

Incident Levels which are based on Severity

Level A (Critical Incident):

- Compromises essential Town services (e.g., water, police, financial systems)
- Involves unauthorized access to sensitive data
- Causes significant reputational or financial damage

Level B (Serious Incident):

- Affects non-essential but important systems
- Partial data exposure or limited unauthorized access
- Malware infections with potential to spread

Level C (Minor Incident):

- Suspicious activity with no confirmed breach
- Phishing attempts detected but unsuccessful
- Temporary system disruptions with minimal impact

A motion to approve the Emergency Response Plan, Cyber Security Incident with the recommendation of the Assistant Town Administrator was made by Commissioner DeMatt, seconded by Commissioner Crothers-Moore and approved by all.

-MISCELLANEOUS-

Mrs. Cook-MacKenzie reported on the Commercial Business status for the Town of North East Planning & Zoning Office. West Street Village, 30-32 South Main Street, North East

- Tranquil Roots

- Southern Willow Studios
- Farmers Insurance relocated from West Street Village to 102 East Cecil Avenue
- Chesapeake Home Décor location, 112 South Main Street

Mrs. Cook-MacKenzie reminded the Board, Tuesday, April 29th, there will be a public meeting with Maryland State Highway regarding the Route 272 Corridor Study.

-APPROPRIATIONS-

Budget Amendment 2025-007

A motion to approve Budget Amendment 2025-007 was made by Commissioner Crothers-Moore and seconded by Commissioner DeMatt and approved by all.

Requisition R5-01756 – Wallace Montgomery & Associates, LLP - \$49,999.20 – Feasibility Study Bike Pathway

A motion to approve Requisition R5-011756 to Wallace Montgomery & Associates, LLP for the Feasibility Study Bike Pathway in the amount of \$49,999.20 was made by Commissioner Crothers-Moore, and seconded by Commissioner DeMatt and approved by all.

-BUSINESS FROM THE FLOOR-

Jennifer Goldbach, North East Isles Drive, North East. On Saturday, March 22nd the Town Administrator along with Chief Yates met with the residents from the North East Isles Community, and thanked the Town for their support they have given. Mrs. Goldbach also wanted to thank the town's Maintenance Department along with town hall staff regarding the 2nd Fridays Events.

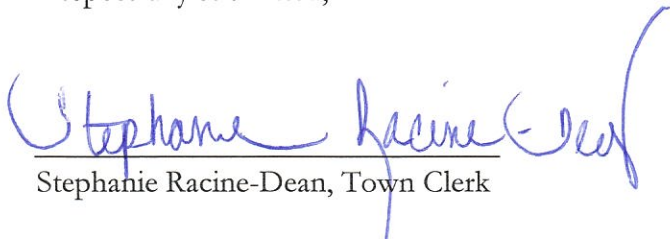
Chris Vanderslice, 203 Walnut Street, North East also wanted to thank the Assistant Town Administrator for getting him involved with the town's restoration meeting and the North East Police Department, Sergeant Michael Hickey for delivering his bike which was stolen from his residence. This gesture was over and beyond for the Sergeant to do this act of kindness.


-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner DeMatt, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:48 P.M.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Kimberly Davis, Vice- Mayor

Town Board Approved Minutes April 9, 2025