

MAYOR AND COMMISSIONERS

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

April 23, 2025

The Town Meeting was called to order by Mayor Kelly Benson at 7:00 P.M. Present were Vice-Mayor Kimberly Davis, Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore and Neil DeMatt. Also present were 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. Police Chief Stephan Yates was absent from tonight's meeting.

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

-APPROVAL OF MINUTES-

A motion to approve the minutes of the April 9, 2025 regular meeting, as presented, was made by Vice-Mayor Davis, and seconded by Commissioner Crothers-Moore and approved by all.

-GUESTS-

NONE

-PROCLAMATIONS-

Proclamation – Small Business Appreciation Month May 2025

Mayor Benson presented to the Board, a Proclamation for Small Business Appreciation Month May 2025.

Proclamation – National Small Business Week May 4 – May 10, 2025

Mayor Benson presented to the Board, a Proclamation for National Small Business Week May 4 – May 10, 2025

-APPOINTMENTS & OATH OF OFFICE-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

Town Board Approved Minutes May 14, 2025

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Benson

Mayor Benson reported he attended the following meetings since the April 9, 2025 Town Board Meeting:

- Finished the Fiscal Year 2026 Budget cycle with town staff
- 4.16.25 Second Economic Development Commission (EDC) meeting, very productive group and very excited who is taking part
- 4.23.25 Attended the Façade Program Improvement Grant meeting today which will be released this Summer from the Town of North East. This is a Commercial Grant Program to help incentivize and entice small business owners to improve the Façade and to make the town a more beautiful place
- 4.23.25 Met with Mr. Jeff Sellers, Commercial Real Estate Agent and a member of the Economic Development Commission (EDC) and to discuss the possibility of a hotel or other lodging to the Town of North East

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the April 9, 2025 Town Board Meeting:

- 4.10.25 Taught English, "Second Language" classes for Cecil County through United Redeemed Church
- 4.15.25 Attended Coffee Day, North East Town Hall and met the 3 cadets from the North East Police Department along with town staff. Also, met with the Town Administrator and Director of Planning and Zoning regarding the Code Compliance position and the description of the job duties
- 4.15.25 Attended the Intro to Bay-Wise Series: Better Water Quality Through Smarter Gardening at the North East Library, Mauldin Avenue
- 4.19.25 Attended 7th Annual Stream Clean-Up along with Mayor Benson and community
- 4.23.25 Cecil County Department of Community Services and Cecil/Harford R.S.V.P. Volunteer luncheon held at the Wellwood in Charlestown which was part of the Youth Panel volunteering, then went to a hearing at 3:30 p.m. regarding a juvenile for the panel.
- Prior of tonight's board meeting, attended the Fiscal Year 2026 Budget Workshop meeting

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

- Commissioner Crothers-Moore reported she attended the Fiscal Year 2026 Budget Workshop meeting prior of tonight's board meeting

Commissioner DeMatt

- Town of North East Easter Eggstravaganza was held on Sunday, April 13, 2025 from 12:00 – 4:00 PM (rain date from 4.12.25) at the North East Elementary School with pictures being taken with the Easter Bunny at the "Little House on the Green"
- 4.16.22 & 4.22.25 Met with the Angela Battaglia from Elkton Alliances & Mikala Ocasio from Live for Thomas to discuss wide Precision Networks for businesses in Cecil County so they can share ideas regarding business connections, member events and local social media coverage
- 4.17.22 Attended a Cecil County Board of Realtors Legislation Breakfast which was a class on land use
- Attended the Maryland Municipal Cecil/Harford Quarterly meeting at the Wellwood, Charlestown, along with commissioner Bernard-Dutton

Town Administrator

Mrs. Melissa Cook-MacKenzie reported she attended the following meetings since the April 9, 2025 Town Board Meeting:

- Local Government Insurance Trust (LGIT) regarding a deposition
- Town staff & Mayor Benson regarding the 2026 Fiscal Year Budget
- Weekly Department Head meeting
- Assistant Town Administrator gave a Cyber Security Training
- Had an on board meeting with Cadet Howell from the North East Police Department. All three cadets will be starting the academy on April 29th
- Had an interview with a possible candidate for the North East Water Department
- Participated in the Economic Development Commission meeting
- Went back to Joint Department Head meetings
- Met with the Director of Finance along with Department Heads to go over the Code of Ordinances of the Town of North East
- Meeting with Cecil County Tourism along with town staff regarding the IKE Pro-Bass Fishing Tournament on Saturday, June 21st and the St. Croix BassMaster which will be held July 23 – 25, 2025 both at the North East Community Park

Assistant Town Administrator

Mr. Grant Handley reported he attended the following meetings since the April 9, 2025 Town Board Meeting:

- Cecil County Parks & recreation volleyball leagues are in full swing at the North East Community Park
- Pedestrian poles now have electricity, the town is working on finalizing the selection of a functional, non-cumbersome camera
- Spoke at the North East Elementary School's (NEES) Career Day on April 11, 2025

- Led a staff meeting to provide cybersecurity training, in accordance with the Emergency Response Plan section recently approved by the Board of Realtors
- Reminder, the North East Elementary School (NEES) talent show is May 9, 2025 at 6:00 p.m.
- Attended the Economic Development Commission (EDC) meeting
- Attended the Town Administrator's joint department head meeting
- Participated in various meetings with Mayor Benson and Town Administrator

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 3.20.25 to 4.16.25
- General Fund Balance Sheet as of 3.31.25
- Statement of Revenue and Expenditures ending to 3.1.25 to 3.31.25

Mayor Benson thanked the Director of Finance for all her hard work preparing for the Fiscal Year 2026 Budget and all the many questions she answered during the process.

Director of Planning and Zoning

Mrs. Betsy Vennell entered into the record the march 2025 Planning and Zoning Monthly report. In addition, Mrs. Vennell reported the following:

- The Planning Office processed 24 permits in March and received \$22,750 in application fees, escrow money and water fees
- Major Facility Fees \$4,100.00
- Connection Fees \$2,825.00
- Permit Fees \$825.00
- Escrow Fees
(Bedrock Phase 4) \$15,000.00
- Critical Area Regulations, final draft review, which is expected to be adopted in July 2025
- Comprehensive Plan draft review of Chapters 1, 3 and 4. There will be a workshop on May 22, 2025
- Attended the Façade Program Improvement Grant meeting today which was very productive

Maintenance Supervisor

Mr. Gregg entered into the record the March 2025 Monthly Report for the Town of North East Maintenance Department.

Chief of Police

Mrs. Cook-MacKenzie entered into the record the March 2025 Crime and Traffic Breakdown Report for the North East Police Department. Chief Yates is out of town for his annual training with the Local Government Insurance Trust (LGIT).

Water Plant Superintendent

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

- Hydrant Flushing started Sunday April 20th and will be completed the night of Wednesday, April 23rd
- Shut down of water is currently going on at Gateway Drive due to construction on site, this will affect the warehouse only: During this construction, Mr. Carter advised he put in a new valve while the water was shut-off for the Gateway Project.

Mr. Carter advised the Board he received notice from the Maryland Department of Environment (MDE) there is a TOC technique violation, this means the water plant has failed to adequately remove a sufficient amount of Total Organic Carbon and the second violation, Haloacetic Acids (HAA5). Mr. Carter stated there will be further testing to get these violations in compliance. Mrs. Cook-MacKenzie suggested for Mayor Benson to meet her along with Mr. Carter at the Rolling Mill Treatment Plant on Wednesday, April 30th to go over the testing of the water so the Mayor can physically see firsthand the testing process.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Water Allocation Request: Derek W. DeRosset, 246 Old Bayview Road, North East, Requesting 1 Equivalent Residential Unit

Mrs. Cook-MacKenzie presented to the Board a Water Allocation Request for Derek W. DeRosset, 246 Old Bayview Road, North East, for 1 equivalent residential unit.

A motion to approve the Water Allocation Request for 250 gallons per day, with the recommendation of the Planning and Zoning Office was made by Commissioner DeMatt, seconded by Vice-Mayor Davis and approved by all.

-MISCELLANEOUS-

Mrs. Cook-MacKenzie asked the Board if they have any questions regarding the job descriptions for the Code Enforcement position and the Police Administration. Mrs. Cook-MacKenzie advised the Board, they can move forward with the approval of both positions at tonight's meeting. Mayor Benson would like to hold the approval for Code Enforcement until it is determined if it will be a part-time or full-time position.

A motion to approve the description of the Police Administration position was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

Russell Polo, 4 North Main Street, North East requested information regarding the yellow house that is down on Mauldin Avenue. Mr. Handley stated the town is still waiting on the demolition permit from Cecil County. Prior of the demolition, the owner of property had to sign-off on capping the water & sewer line. Mr. Handley worked with the town's Planning and Zoning Assistant and she pulled the plat and referred to the owner so she could send to the contractor to show where the lines were located. Once the lines are capped the demolition permit will be released. Once the demolition is done, the town will be able to purchase the property.

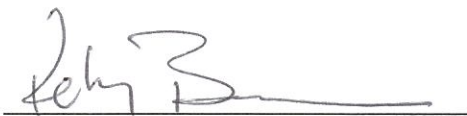
Lorraine Alexander, 102 High Street and 704 Wheatley Road, North East is asking the Town of North East to partnership with Perryville and Charlestown regarding York Building Products annihilating Mountain Hill Road regarding the Quarry extension. Ms. Alexander would like for the Town to join the meeting at the Cecil County Administration Building on June 23rd at the Administration Building.

-ADJOURNMENT-

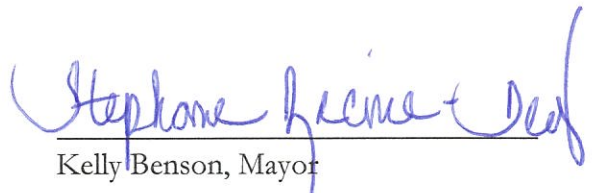
With there being no further business to discuss, a motion to adjourn was made by Commissioner DeMatt, seconded by Vice-Mayor Davis and approved by all. The meeting adjourned at 7:55 P.M.

Respectfully submitted,

ATTEST:



Stephanie Racine-Dean, Town Clerk



Kelly Benson, Mayor