

MAYOR AND COMMISSIONERS

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

April 9, 2025

The Town Meeting was called to order by Mayor Kelly Benson at 7:01 P.M. Present were Vice-Mayor Kimberly A. Davis, Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore and Neil DeMatt Also present were Police Chief Stephen Yates, Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator Grant Handley and Town Clerk Stephanie Racine-Dean.

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 March 12, 2025 regular meeting, as presented, was made by Vice-Mayor Davis, and seconded by Commissioner DeMatt and approved by all. Commissioner Hilary Crothers-Moore abstained due to her absence at the March 12, 2025 meeting.

A motion to approve the minutes of the March 26, 2025 regular meeting, as presented, was made by was made by Commissioner DeMatt and seconded by Commissioner Crothers-Moore and approved by all. Mayor Benson and Commissioner Bernard-Dutton abstained due to their absence at the March 26, 2025 meeting.

-GUESTS-

None

PROCLAMATION:

Proclamation – April 2025 as Fair Housing Month

Mayor Benson presented to the Board, a Proclamation for April 2025 as the Fair Housing Month.

Proclamation – Town Administrator, Melissa Cook-MacKenzie

Mayor Benson presented a Proclamation to Town Administrator, Melissa Cook-Mackenzie, for reaching her 40-year milestone in public service. Mayor Benson stated, this is a remarkable achievement and deserving of significant recognition and appreciation.

Town Board Approved Minutes April 23, 2025

-OATH OF OFFICE-

None

-APPOINTMENTS & OATH OF OFFICE-

None

-PUBLIC COMMENT-

None

-PUBLIC HEARING-

None

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

Mrs. Cook-MacKenzie reported the North East Charter Amendment is still in review by the town's attorney. Mrs. Cook-MacKenzie along with Mayor Benson and town staff went over these sections that were in question. Mrs. Cook-MacKenzie is confident that this amendment will be introduced at the next town board meeting.

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Benson

Mayor Benson reported he attended the following meetings since the March 26, 2025 Town Board Meeting:

- 4.2.25 Attended the Bikeways Grant meeting
- Several Budget discussions with town staff. Mayor Benson wanted to complement the Town Administrator and the Director of Finance for their hard work during this process
- 4.4.25 Met with the Town's attorney, Vice-Mayor Davis and the Administration regarding the amendments that will be proposed for the Town's Charter

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the March 26, 2025 Town Board Meeting:

- 3.27.25 Attended the Cecil County Health Departments Listening Session with the Assistant Town Administrator, Grant Handley

- 4.3.25 Taught English, “Second Language” classes for Cecil County through United Redeemed Church
- 4.4.25 Met with the Town’s attorney and the Administration regarding the amendments that will be proposed for the Town’s Charter
- 4.8.25 Attended the screening, “Free for All the Public Library”. This was a screening for a PBS documentary. This was held at the North East Library, Mauldin Avenue
- 4.9.24 Met with Water Superintendent, Ron Carter to take a tour of the Rolling Mill Water Treatment Plant, and then met with Craig Hudler to tour the Leslie Water Treatment Plant

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Planning Commission meeting on Tuesday, April 1, 2025. “Live for Thomas” was at the meeting, they wanted to request expansion at the building they currently occupy, 22 North Main Street, North East.

Commissioner DeMatt

Commissioner DeMatt reported he attended the following meetings since the March 26, 2025 Town Board Meeting:

- 4.8.25 Attended the Cecil County Board of Realtors pizza party & coloring contest for children. He along with the Assistant Town Administrator were dressed as Mascots
- Eggstravaganza which will be held on Saturday, April 12, 2025 from 12:00 – 4:00 PM with a rain date of Sunday, April 13th at the North East Elementary School. There will be pictures taken with the Easter Bunny at the “Little House on the Green”.

Town Administrator

Mrs. Cook-MacKenzie entered into the record her reports since the March 26, 2025, Town Board meeting:

- Several Budget meetings with Mayor Benson and Department Heads
- Met with the Vice-Mayor prior to the last meeting
- Meeting regarding Turner Park
- Met with the Grant Writer for several grant opportunities
- Attended the Bikeways Grant meeting
- Met with the Project Manager who is also doing the Route 272 corridor study
- Met with the Director of Planning regarding the North East Isles, Lot 98, 99 and 100
- Meeting with the town’s Local Government Trust (LGIT), regarding a case that is in process

- Met with 2 new candidates from the North East Police Department, will meet with the third candidate on Monday, April 14th
- Attended the Ridgely Forest HOA Board of Directors meeting, Tuesday, April 8th

Assistant Town Administrator

Mr. Handley entered into the record his reports since the March 26, 2025, Town Board meeting:

- Helping with the North East Elementary School (NEES) Talent Show on April 9th
- Powder Activated Carbon Preconstruction meeting on March 27th
- Attended the Cecil County Health Departments Listening Session with Vice-Mayor Davis on March 27th
- Served as a guest umpire for CASA's Kicking it for Kids Charity Kickball Tournament March 29th
- Annexation Staff Meeting March 31st
- Attended Dads at the Door April 2nd at the North East Elementary School (NEES)
- Bikeways Progress Meeting April 2nd
- North East Charter Amendment meeting April 4th
- Attended Sine Die In Annapolis – Last Legislative Day of Legislative Session
- All Pedestrian Poles now have electric and passed inspection, the cameras will be next phase
- Weekend Volleyball Camp has started at the North East Community Park
- New Veterans Legacy Bricks are here, with installation hopefully being next week
- Grant Writer has several grant deadlines next week. National Oceanic and Atmospheric Administration (NOAA) and Body Armor

Mrs. Cook-MacKenzie reminded the Board, there was a grant that was received for, "Clean-Up Initiative. The awarded amount was \$70,000.00 and this is eligible for all debris to be removed. A permit has been started for sentiment and erosion.

Mayor Benson asked for the Assistant Town Administrator to give feedback on the Playground Program. Mr. Handley stated Cecil County Parks & Recreation, ran a program last year called the Playground Program (Outdoor Recreational Camp at the North East Community Park), Monday – Friday, 10:00 am – 2:00 pm. The program last year cost the Cecil County Parks & Recreation around \$3,500.00. This year they are asking the Town of North East to split the bill and pay \$1,500.00. Mr. Handley did reach out to Kelly Griffin, Recreation Superintendent for the breakdown of where the funds will be allocated to, success of enrollment program last year and activities. Mr. Handley stated he will have a letter from the Recreation Superintendent within the next week.

-UNFINISHED BUSINESS-

Annexation Project – Set Workshop Date

Mrs. Cook-MacKenzie asked the Board for dates they would be able to attend an Annexation Project Workshop. After discussion, this will be held, Wednesday, May 7th at 6:30 P.M., food will be provided.

-NEW BUSINESS-

Water Allocation Request: Armando Castaneda, 114 Mauldin Avenue, North East: Requesting One Equivalent Residential Unit

Mrs. Cook-MacKenzie presented to the Board a Water Allocation Request for Armando Castaneda, 114 Mauldin Avenue 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 Vice-Mayor Davis, seconded by Commissioner Bernard-Dutton and approved by all.

Water Service Agreement Extension Request: Turkey Point Properties, Location off Route 272, South of Town – Requesting One Year Extension

Mrs. Cook-MacKenzie presented to the Board a Water Service Agreement Request for Turkey Point Properties, Location off Route 272, South of Town, for 27 single family detached dwelling units.

A motion to approve the Water Service Agreement Extension Request for a 1 year extension, with the recommendation of the Planning and Zoning Office was made by Commissioner DeMatt, seconded by Vice-Mayor Davis and approved by all.

Mrs. Cook-MacKenzie handed out documents to the Board for their review prior to the next town Board meeting. These are two positions, Code Compliance Officer and a created position at the North East Police Department, Administrator Training & Operations Assistant.

-MISCELLANEOUS-

None

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

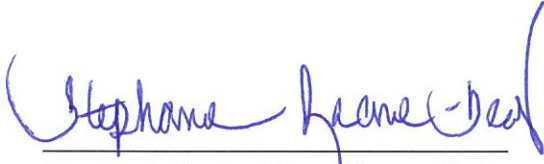
None

-ADJOURNMENT-


With there being no further business to discuss, a motion to adjourn was made by Vice-Mayor Davis, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk

Kelly A. Benson, Mayor


Grant Hankley on Behalf
of Mayor Benson