

MAYOR AND COMMISSIONERS

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

June 11, 2025

The Town Meeting was called to order by Vice-Mayor Kimberly Davis at 7:01 P.M. Present were Commissioners Catherine Bernard-Dutton 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. Absent from tonight's meeting, Mayor Kelly Benson and Commissioner Hilary Crothers-Moore.

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 May 28, 2025 regular meeting, as presented, was made by Commissioner Bernard-Dutton and seconded by Commissioner DeMatt and approved by all.

-GUESTS-

None

PROCLAMATION:

None

-OATH OF OFFICE-

None

-APPOINTMENTS & OATH OF OFFICE-

None

-PUBLIC COMMENT-

None

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-INTRODUCTION OF ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

Ordinance 2025-05-02 Authorizing and Empower the Major and Commissioners to issue and sell, upon its full faith and credit, a general obligation installment Bond in the original Principle amount not to exceed \$42,000 to be designated "Mayor and Commissioners of the Town of North East Drinking Water Bond Series 2025 (Taxable)"

A motion to adopt Ordinance 2025-05-02 was made by Commissioner DeMatt. The motion was seconded by Commissioner Bernard-Dutton and approved by all.

Resolution 2025-06-01 Circuit Rider Program for Fiscal Year 2025-2026 the Mayor and Commissioners of the Town of North East, approving the Town's participation in the DHCD Maryland Circuit Rider Town Manager Program as a Member of the Town of North East

A motion to adopt Resolution 2025-06-01 was made by Commissioner Bernard-Dutton. The motion was seconded by Commissioner DeMatt and approved by all.

-REPORTS-

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the May 28, 2025 Town Board Meeting:

- 5.29.25 Taught English, "Second Language" classes for Cecil County through United Redeemed Church. This class is the second to the last of the year
- 5.30.25 Attended and participated in over 55+ Volunteer Leadership Program which is hosted by Cecil County. Met at Voices of Hope and had 3 guest speakers. The topics were Social Isolation, Substance Abuse Disorders, Communities Helping Empower Patriots People and Professionals & Social Isolation for Older Adults
- 6.4.25 Attended Maryland Municipal League Scholarship Committee at Havre de Grace City Hall, 711 Pennington Avenue. In attendance, Mayors from Havre de Grace, Perryville and Council President of Aberdeen
- 6.5.25 Had the last class for Taught English, "Second Language" class for Cecil County. The next class will start October 23rd and October 16th will be registration in person
- 6.6.25 Attended and participated in over 55+ Volunteer Leadership Program. The topic for this session, Volunteer Speed Dating with 17 organizations that attended from around the county

Commissioner Bernard-Dutton

None

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Commissioner DeMatt

Commissioner DeMatt reported he attended the following meetings since the May 28, 2025 Town Board Meeting:

- 5.28.25 The Board of Realtors along with myself put together a Crab Raffle and the winner received a free bushel of crabs. All proceeds went to, "Live For Thomas Foundation"
- 6.4.25 Attended the North East Chamber of Commerce meeting, Woody's Crab House regarding the Route 272 Corridor. Also in attendance, Mayor Benson, Town Administrator, Assistant Town Administrator, Jennifer Goldbach and Russell Polo
- 6.7.25 Attended the Rising Sun Sunfest and spoke with several dignitaries along with friends, what a great event

Town Administrator

Mrs. Cook-MacKenzie entered into the record her reports since the May 28, 2025, Town Board meeting:

- Met with Chief Yates regarding 2nd Fridays and traffic
- Met with Assistant Town Administrator along with staff
- 6.6.25 was Warita Bedell, Finance Associates II last day of employment with the Town of North East. The position is being advertised with the Cecil Whig and the town's website
- Attended 2 of the meetings held by WILMAPCO, North East Library and North East Town Hall regarding the Route 272 Corridor
- Joint Department Head meetings
- Attended the North East Chamber of Commerce meeting, Woody's Crab House regarding the Route 272 Corridor
- Cecil County Government held an in-person information session at the North East Town Hall regarding eligible seniors and military veterans property tax credit program
- IKE Tournament will be held on Saturday, June 21st along with a Bass Tournament in July

Vice-Mayor Davis asked for information regarding the Senior & Military Veteran Tax Credit hosted by the Cecil County Government. Commissioner Bernard-Dutton stated she could give information regarding the session to Vice-Mayor Davis.

Assistant Town Administrator

Mr. Handley introduced his twin sister Gina Handley, who is attending tonight's meeting.

Mr. Handley entered into the record his reports since the May 28, 2025, Town Board meeting:

- Happy to announce that the Yellow House will be demolished in late June. All permitting has been completed. Once the demolition is finished, we'll move to settlement and begin planning a new park space in that area

- The overflow parking lot at Turner Park is now complete and will be ready for use at this upcoming Second Friday event
- Camera installation has officially begun! The test camera is currently mounted on the pedestrian pole near Steak & Main, with additional installations to follow soon
- Served as a guest Shark Tank judge at North East Elementary School on May 30, 2025 .
- Worked with the Fire Marshal to update occupancy allowances for this building and the NEPD administrative office
- Attended the WILMAPCO Route 272 sessions on Monday, June 2. Running for the Cecil County Municipal Representative seat on the WILMAPCO Board, ballots are due this Friday
- Participated in an MS4 coordination call with Cecil County Government on Tuesday, June 3. I'm also pleased to report that we received our MS4 compliance report, and we are fully in compliance for the 2024–2025 reporting period
- On June 4, I joined a discussion with the North East Chamber of Commerce and attended County Executive Steight's Senior Tax Credit information session later that evening
- Working with SHA on repainting the pedestrian crosswalk signs, especially the one off of West Street now that Turner Park is there
- Town's Grant Writer obtained a small grant of \$10,000 to put towards lock-up restoration

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Façade Grant Application for the North East Businesses

Town Administrator, Melissa Cook-MacKenzie presented to the Board, The Town of North East (Town) is pleased to announce that we have received a grant from the Maryland Department of Housing and Community Development, Division of Neighborhood Revitalization (DHCD), making funds available to qualifying commercial properties and businesses. The Façade Grant Program is a grant program designed to help business owners or property owners improve the external appearance of their buildings, typically focusing on the front or main façade. For your property or business to qualify, it must be within an area within the Sustainable Communities area as determined by the Maryland Department of Planning.

A motion to approve the Façade Grant Application for the North East Businesses was made by Commissioner DeMatt, seconded by Commissioner Bernard-Dutton and approved by all.

North East Revitalization Program

Mrs. Cook-MacKenzie gave a follow-up regarding a question that was asked by Mayor Benson during a meeting that was attended by herself, Assistant Town Administrator and the Grant Writer. The Mayor asked if there is any grant programs that the business/individual property owner in the commercial district could apply for. This individual would like to create more parking on their own private property. The Town Administrator suggested and this is for introduction only, the Town of North East Revitalization Program. Mrs. Cook-MacKenzie stated she will forward the information to the Board for their review and will apply to a future agenda for discussion. If you have any questions prior, please do not hesitate to contact her.

-MISCELLANEOUS-

Mrs. Cook-MacKenzie reminded the Board, there will be 2 workshops that need to be scheduled when there is a full Board. The first workshop will be for the Artesian Water Rate and the other, Stormwater Management Rate.

Mr. Grant Handley advised the Board, Friday, June 20th 5:00 – 6:00 P.M. at the North East Fire Hall, Mauldin Avenue will be the final Workshop for Route 272 Corridor.

Commissioner Neal DeMatt wanted to congratulate Mr. Russell Polo who was voted to the North East Chamber of Commerce Board on Wednesday, June 4th.

Town Clerk reminded the Board, Flag Day will be held, Saturday, June 14th starting at 6:45 P.M. at the North East Community Park.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

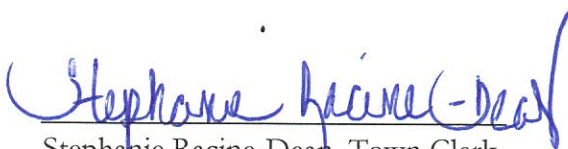
None


-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Bernard-Dutton, seconded by Commissioner DeMatt and approved by all. The meeting adjourned at 7:35 P.M.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Kimberly Davis, Vice-Mayor