

MAYOR AND COMMISSIONERS

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

June 25, 2025

The Town Meeting was called to order by Mayor Kelly Benson at 7:02 P.M. Present were Vice-Mayor Kimberly Davis, Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore and Neil DeMatt. Also present were Chief Stephan Yates, Maintenance Supervisor Richard Gregg, Water Superintendent Ron Carter, Director of Finance Vonnie Stemen, Director of Planning and Zoning Betsy Vennell, Assistant Town Administrator Grant Handley and Town Clerk Stephanie Racine-Dean. Absent from tonight's meeting, Town Administrator Melissa Cook-MacKenzie.

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 Annexation Workshop meeting, as presented, was made by Vice-Mayor Davis, and seconded by Commissioner Bernard-Dutton and approved by all

A motion to approve the minutes of the June 11, 2025 regular meeting, as presented, was made by Commissioner Bernard-Dutton, and seconded by Vice-Mayor Davis and approved by all. Mayor Benson and Commissioner Crothers-Moore abstained due to their absence from the meeting.

-GUESTS-

Mark Dobbins, Elk and North East Rivers Watershed Association

Mr. Dobbins expressed his thanks to the Mayor and Commissioners for eleven years of support to the Elk and North East Rivers Watershed Association. Mr. Dobbins reported that this organization is very small, yet they are in their sixth year of conducting water sampling on both the Elk and North East River, involving up to twelve water samplers each month. Mr. Dobbins passed out the ENERWA sampling results to the Board along with the 2024 ENERWA Water Quality Report Card, which was sent out to approximately 9,000 residents of the County in 2024. Mr. Dobbins reported on other grants that ENERWA receives, and outlined the costs associated with water sampling, testing and sending out the report cards to residents. Mr. Dobbins stated again how thankful ENERWA is for the support of the Town and indicated that he hopes the partnership will continue for years to come, and he envisions the "old Lock Up, as a physical space to be utilized as housing ENERWA.

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-PROCLAMATIONS-

None

-APPOINTMENTS & OATH OF OFFICE-

None

-INTRODUCTION OF ORDINANCES-

None

-ADOPTION OF ORDINANCES-

None

-ADOPTION OF RESOLUTIONS-

None

-REPORTS-

Mayor Benson

Mayor Benson reported he attended the following meetings since the June 11, 2025 Town Board Meeting:

- Help with 2nd Friday's event along with the Town Administration and thanked them for their outpouring of support and securing the new parking lot at Turner Park, off Mauldin Avenue and the signage. Mayor Benson stated this makes our commitment to Main Street known and we are here to help with new ideas to make our businesses and community thrive
- Worked with the Town Administration to finalize the Façade Grant applications which are out and released to the general public. This is for businesses who have Facades on Main Street and walking areas with grant funding to help improve buildings and offer more pizzazz and flash to our visitors and residents
- June 2nd attended WILMAPCO workshop, North East Library, 485 Mauldin Avenue
- June 14th attended Flag Day and expressed what a great ceremony
- June 16th attended the remembrance of Nola Dinkins, North East Community Park
- June 19th attended the 16th Annual Cecil County Wade-In

Mayor Benson stated there are a lot of items moving forward along with a lot of great things that are happening with the town. Mayor Benson cannot thank the Town Administration enough for all their hard work when other staff members are out.

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the June 11, 2025 Town Board Meeting:

- June 13th, completed the 55 Plus Volunteer Leadership Program, she is now AmeriCorps Seniors Volunteer. That evening she attended 2nd Friday's along with her son and Commissioner Bernard-Dutton, what a great event and she thank Jennifer Goldbach and Rob Crouch for all her hard work and the area on "The Green"
- June 14th attended Flag Day and expressed what a great ceremony
- June 17th attended Coffee Day and afterwards attended a meeting along with town staff at the Old Town Lock-Up renovation project with the town's contractor Mike Uhrin regarding the ongoing renovation
- June 18th attended a free event at the Rising Sun Library, Professional Harpist, Jaqueline Pollauf
- June 22nd – June 25th attended the Maryland Municipal League 2025 Summer Conference and thanked Chief Yates for his invite for her to attended the, "Top Cop Breakfast" and meet Maryland Governor Wes Moore

Commissioner Bernard-Dutton

Commissioner Bernard-Dutton reported she attended the 2nd Fridays, June 12th along with Vice-Mayor Davis. Commissioner Bernard-Dutton won three prizes during the event.

Commissioner Crothers-Moore

None

Commissioner DeMatt

Commissioner DeMatt reported he attended the following meetings since the June 11, 2025 Town Board Meeting:

- June 17th attended 2nd Friday's along with the Assistant Town Administrator, Grant Handley
- June 16th attended the remembrance of Nola Dinkins, North East Community Park
- June 25th attended North East Chamber of Commerce Mixer hosted by Liberty Title at Forge Restaurant, Mauldin Avenue

Mayor Benson reported he attended the North East Chamber of Commerce meeting regarding the Route 272 Traffic Study earlier today. The one thing that was focused on, the communication between the community and the Town. Mayor Benson stated, there will be a basic Town Newsletter that will be posted in various avenues with the input from each Department Head regarding updates from their departments, projects etc. They will also indicate if there will be any impact on the residents & businesses, this will make transparency for the community.

Mayor Benson also attended the IKE Foundation Fishing Tournament, Saturday, June 21st, what an amazing free event for the children.

Assistant Town Administrator

Mr. Grant Handley reported he attended the following meetings since the June 11, 2025 Town Board Meeting:

- The Commercial Façade Grant is now open. The Town is actively encouraging commercial property owners to apply
- Camera installations are ongoing, currently awaiting the arrival of parts
- The Code of Ordinance Committee has been formed and will review the Town Code, bringing any recommended changes to the Board
- Attended the Cecil County Wade-In event to earn an MS4 Credit
- Participated in Flag Day on Saturday, June 14th
- Held a pre-construction meeting for the Town Hall Lock-Up Project
- Attended the Maryland Municipal League Summer Conference, Sunday June 22nd – Wednesday, June 25th
- Tomorrow, Thursday, June 26th marks his two-year Anniversary with the Town

Director of Finance

Mrs. Vonnice 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 5.22.25 to 6.18.25
- General Fund Balance Sheet as of 5.31.25
- Statement of Revenue and Expenditures ending to 5.1.25 to 5.31.25

Director of Planning and Zoning

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

- Major Facility Fees \$16,400.00
- Connection Fees \$11,300.00
- Permit Fees \$345.00

Mrs. Vennell reported the town received notification from the State of Maryland Critical Area Commission opened up a grant for \$2,000. This took them until the end of June to disburse the information, which is very late for them. This grant was filled out and returned back to them last week.

Mrs. Vennell reported the Circuit Rider application was sent to be finalized and they requested the town's plan of action along with the additional Municipalities in Cecil County who are participating even though it has already been approved.

Maintenance Supervisor

Mr. Richard Gregg entered into the record the May 2025 Maintenance Monthly report. In addition, Mr. Gregg reported the following:

- Getting ready for all the events at the North East Community Park
- Eagle Scout project has started, redone the little pavilions along with fresh paint and new tin roofs

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Mayor Benson asked for an update regarding the banner across Main Street. The Maintenance Supervisor stated they are still trying to figure out what can be done. The Assistant Town Administrator stated they are working on a few alternate solutions.

Chief of Police

Police Chief Yates entered into the record the May 2025 Maintenance Monthly report. In addition, Police Chief Yates reported the following:

- Attended the IKE Foundation Fishing Tournament, Saturday, June 21st, what a great event for the children
- The dedication ceremony for the new Police Departments Administration Building will take place, Wednesday, July 2nd
- Attended the Maryland Municipal League Summer Conference, Sunday June 22nd – Wednesday, June 25th

Water Plant Superintendent

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

- Powdered Activated Carbon will be scheduled for start-up, July 7th
- Westover Place all service lines are installed, base paving this week and then final yard repairs will be done
- Total Organic Carbon (TOC) removal is required at 45 percent. The town achieved 55 percent, which is good. All quotes have been received for the TOC analyzer, which will help with measuring the amount of the organic compounds contained in a water sample. This organic matter can enter water naturally and through man-made sources/processes
- Courts of Mallory/Ridgely Forest, hard flushing scheduled the week of July 7th due to the color of water

-UNFINISHED BUSINESS-

Introduction North East Charter Amendment

Mr. Handley gave an update regarding the introduction of the North East Charter Amendment. There will be no introduction of the Amendment at tonight's meeting but it will be implemented and introduced in the near future. Mr. Handley is working alongside the Town's attorney and the Town Administrator to get this completed for their review and approval.

-NEW BUSINESS-

North East Planning Commission 2024 Annual Report

Mrs. Vennell presented to the Board, North East Planning Commissioner 2024 Annual Planning Report.

Water Allocation Request: Riverwoods Phase 2: Enterprise Community Development, Inc. 48 Equivalent Residential Units

Mrs. Vennell presented to the Board a Water Allocation Request for Riverwoods Phase 2, Riverwoods Drive, North East for forty eight equivalent residential units.

A motion to approve the Water Allocation Request for 12,000 gallons per day, with the recommendation of the Planning Office was made by Commissioner DeMatt, seconded by Commissioner Bernard-Dutton and approved by all.

Public Works Agreement 6 Month Extension Request: Ridgely Forest Section 5B. Owner, WOLF, LLC

Mrs. Vennell presented to the Board a Public Works Agreement 6 Month Extension Request for Ridgely Forest Section 5B. Owner, WOLF LLC.

A motion to approve the Public Works Agreement 6 Month Extension Request for Ridgely Forest with the recommendation by the Planning and Zoning Office was made by Vice-Mayor Davis, seconded by Commissioner Crothers-Moore and approved by all.

-MISCELLANEOUS-

None

-APPROPRIATIONS-

Budget Amendment 2025-009

A motion to approve Budget Amendment 2025-009 was made by Commissioner DeMatt, and seconded by Vice-Mayor Davis and approved by all.

Requisition R5-02251 – Hach Company - \$41,046.23 – Total Organic Compound (TOC) Monitor

A motion to approve Requisition R5-02251 to Hach Company for the Total Organic Compound (TOC) Monitor in the amount of \$41,046.23 was made by Commissioner Crothers-Moore, and seconded by Commissioner Bernard-Dutton and approved by all.

-BUSINESS FROM THE FLOOR-

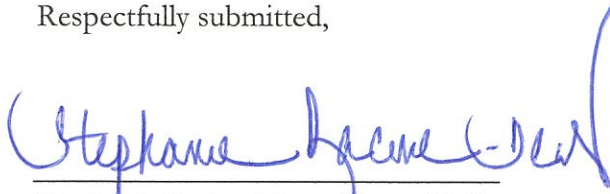
2nd Friday's Event

Jennifer Goldbach, 38 North East Isles Drive, North East, Maryland wanted to thank the Board for their continued support and to the town staff.

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Vice-Mayor Davis, seconded by Commissioner DeMatt and approved by all. The meeting adjourned at 8:06 P.M.

Respectfully submitted,


Stephanie Racine-Dean, Town Clerk

ATTEST:


Kelly Benson, Mayor