

MAYOR AND COMMISSIONERS

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

July 9, 2025

The Town Meeting was called to order by Mayor Kelly Benson at 7:03 P.M. Present were Vice-Mayor Kimberly Davis, Commissioners 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. Absent from tonight's meeting, Commissioner Bernard-Dutton.

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

Mayor Benson asked for a moment of silence in Memory of Patrol Officer Hunter M. Heinecke from the North East Police Department, who passed away, Friday, July 4th.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the June 25, 2025 regular meeting, as presented, was made by Vice-Mayor Davis, and seconded by Commissioner Crothers-Moore and approved by all.

-GUESTS-

None

PROCLAMATION:

None

-OATH OF OFFICE-

None

-APPOINTMENTS & OATH OF OFFICE-

None

Town Board Approved Minutes July 23, 2025

-PUBLIC COMMENT-

None

-INTRODUCTION OF ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

Resolution 2025-07-01 Adopting Sociological Protections for Town Staff, etc. under the Maryland Information Act

A motion to adopt Resolution 2025-07-01 was made by Commissioner DeMatt. The motion was seconded by Vice-Mayor Davis and approved by all.

-REPORTS-

Mayor Benson

Mayor Benson reported he attended the following meetings since the June 25, 2025 Town Board Meeting:

- 6.28.25 Spoke at the Chesapeake Wooden Boat Builders School at the North East Community Park
- 7.2.25 Attended the unveiling of the newly named Chief Darrell Hamilton Administration Building at the Town of North East Police Department
- 7.3.25 Attended the Salute to Cecil County Veterans Fireworks, what a great event
- 7.9.25 Attended several meetings, Maryland Route 272 Corridor Study which is coming to the end of the process. WILMAPCO is working on their final report
- 7.9.25 Attended a Bikeways Progress meetings, which is a grant to look at connectivity throughout the town
- Several meetings regarding town projects, future positions with the town along with future goals

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the June 25, 2025 Town Board Meeting:

- 6.30.25 Attended the third public meeting for the WILMAPCO Maryland Route 272 Corridor Study at the North East Fire Company, Mauldin Avenue
- 7.1.25 Met with the Town Administrator, Assistant Town Administrator and Michael Coldren & Family of Michael Coldren Company Inc., 100 Race Street North East to go visit the old Town Lock-Up
- 7.2.25 Attended the unveiling of the newly named Chief Darrell Hamilton Administration Building at the Town of North East Police Department
- 7.3.25 Attended Cecil County Neighborhood Youth Panel, Inc. hearing/mediation with 2 youths along with Chief Yates and Program Administrator, Dawn Rodenbaugh

- 7.3.25 Attended the Salute to Cecil County Veterans dinner, VFW Post 6027, Turkey Point Road and the fireworks after which was an awesome event

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the following meetings since the June 25, 2025 Town Board Meeting:

- Planning Commission meeting that was scheduled, Tuesday, July 1st was cancelled due to no agenda items
- Volunteered at the gate, Salute to Cecil County Veterans Fireworks, Thursday, July 3rd
- Attended the North East Rotary Club installation of the new President, Keith Moore who is her husband

Commissioner DeMatt

Commissioner DeMatt reported he attended the following meetings since the June 25, 2025 Town Board Meeting:

- 7.2.25 Attended the unveiling of the newly named Chief Darrell Hamilton Administration Building at the Town of North East Police Department
- 7.3.25 Attended the Salute to Cecil County Veterans dinner, VFW Post 6027, Turkey Point Road and the fireworks after which was an awesome event
- 7.8.25 Attended the North East Fireman's Carnival, Mauldin Avenue along with his little sister
- 7.9.25 Adopted a dog and what a great addition he is to their family

Town Administrator

Mrs. Cook-MacKenzie entered into the record her reports since the June 25, 2025, Town Board meeting:

- Met with the Vice-Mayor Davis, Assistant Town Administrator and Michael Coldren & Family of Michael Coldren Company Inc., 100 Race Street North East to go visit the old Town Lock-Up
- Attended the unveiling of the newly named Chief Darrell Hamilton Administration Building at the Town of North East Police Department
- Attended several staff meetings regarding future projects
- Several interviews for the Finance Associate II position
- Advertising for the new positions at the Water Plant, Water Plant Operator/Water Plant Trainee and the North East Police Department. There is an interview with a possible cadet next week
- Received a proposal for the Compensation Study and will received another within the next few days
- Spent time with Chief Yates regarding paperwork for the widow of Patrol Officer Hunter M. Heinecke from the North East Police Department, who passed away, Friday, July 4th.

Assistant Town Administrator

Mr. Grant Handley reported he attended the following meetings since the June 25, 2025, Town Board meeting:

- June 26 Hosted representatives from Maryland DNR for a site visit at the Nature Preserve in connection with our clean-up grant applications
- June 30 Attended the Route 272 Corridor Meeting
- July 2 – Participated in the Police Building Dedication Ceremony
- July 3 – Attended the Salute to Cecil County Veterans event
- July 8 – Coordinated MS4 Training with the Maintenance Department on procedures for handling hazardous material spills
- July 9 (Today) – Participated in the Bikeways Progress Meeting

Ongoing Projects & Updates:

- The Town's Newsletter has been released, shared via social media, North East Rave and printed hard copies available at Town Hall
- Assisting the Mayor and Town Administrator with various projects
- Town Lock-Up restoration is underway
- Drafted a PIA Resolution
- Providing mental health resources for employees

Mayor Benson wanted to thank the Assistant Town Administrator, Grant Handley for his commitment and taking the initiative in getting the Town's Newsletter released to the public. Grant does this on so many projects that he is assigned, Mayor Benson thanked him for his dedication to the town and doing such a great job.

Vice-Mayor Davis asked the Assistant Town Administrator if he had any updates regarding the Summer Program at the North East Community Park. Grant advised the Vice-Mayor that the Cecil County Parks and Recreation Center is at maximum capacity of 35 children and they have hit that threshold every week.

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

"Summer Vespers Service" – Bethel Lutheran Church, St. Mary Anne's Episcopal Church and North East Methodist Church, 124-128 South Main Street ("The Green")

Vice-Mayor Davis asked the Town Administrator for a brief description of the "Summer Vespers Service" and who will receive the donations that are collected from the service? The Town Administrator stated she will ask Father John Schaeffer and Colleagues for an update.

Vice-Mayor Davis asked for the Memorandum from the Director of Planning to update, North East United Methodist Church to North East Methodist Church.

A motion to approve the Summer Vespers Service on “The Green”, Friday, August 29, 2025 was made by Vice-Mayor Davis, seconded by Commissioner Crothers-Moore and approved by all.

County Line Magazine

Town Administrator shared with the Board, County Lines Magazine in Pennsylvania and the advertisement of the Town. This will be added to a truck as a wrap and will travel from Lancaster, Pennsylvania to Baltimore, Maryland in the next several months.

-MISCELLANEOUS-

None

-APPROPRIATIONS-

Requisition R6-00006 - M&T Bank Trustee MDWQFA Loan Interest & Administrative Fees for Water System Improvements Phases 6, 6a, 7 and Water Quality Improvements – Storage Tanks/Mixers \$44,241.49

**Water System Improvement Project
Phases 6, 6A and 7**

Interest	\$ 14,424.18	
Admin Fee	\$ 26, 781. 96	\$ 41,206.14

**Water Quality Improvement Project
Storage Tank Mixers**

Interest	\$ 2,060.80	
Admin Fee	\$ 974.55	\$ 3,035.35
		<u>\$ 44,241.49</u>

A motion to approve Requisition R6-00006 to M&T Bank Trustee MDWQFA Loan Interest & Administration Fees for Water System Improvements Phases 6, 6a, 7 and Water Quality Improvements Storage Tanks/Mixers upon the Administration’s review for correction in the amount of \$44,241.49 was made by Commissioner Crothers-Moore, and seconded by Commissioner Crothers-Moore and approved by all.

Requisition R6-00017 - The Benecon Group July 2025 - Group Health Insurance \$61,641.85

A motion to approve Requisition R6-00017 to The Benecon Group for the July 2025 Group Health Insurance in the amount of \$61,641.85 was made by Vice-Mayor Davis, and seconded by Commissioner Crothers-Moore and approved by all.

Requisition R6-00036 - Susquehanna Contractors LLC - Town Lock-Up Restoration 1st Floor \$49,552.50

A motion to approve Requisition R6-00036 to Susquehanna Contractors LLC for the Town Lock-Up Restoration 1st Floor in the amount of \$49,552.50 was made by Commissioner DeMatt, seconded by Commissioner Crothers-Moore and approved by all.

-BUSINESS FROM THE FLOOR-

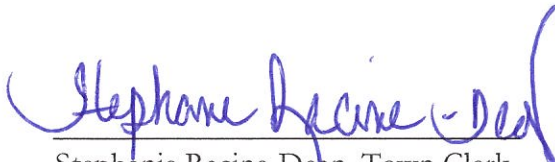
Police Chief Yates wanted to thank the Board and town staff for their support in the past few days in the passing of Patrol Officer Hunter M. Heinecke from the North East Police Department, who passed away, Friday, July 4th.

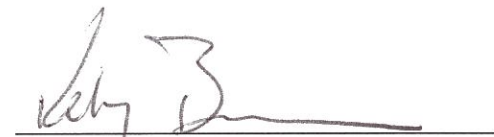
-ADJOURNMENT-

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 7:46 P.M.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Kelly Benson, Mayor