

MAYOR AND COMMISSIONERS

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

August 13, 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 and Hilary Crothers-Moore. Also present were Police Chief Stephen Yates, Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator Grant Handley and Town Clerk Stephanie Racine-Dean. Commissioner Neil DeMatt 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.

-OATH OF OFFICE-

Mayor Benson administered the Oath of Office to Patrol Officer, Hassan D. Custis as the newest member of the North East Police Department.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the July 23, 2025 regular meeting, as presented, was made by Vice-Mayor Davis, and seconded by Commissioner Bernard-Dutton and approved by all.

-GUESTS-

None

PROCLAMATION:

None

-APPOINTMENTS & OATH OF OFFICE-

None

-PUBLIC COMMENT-

None

Town Board Approved Minutes August 27, 2025

~~-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-~~

None

~~-ADOPTION OF RESOLUTIONS AND ORDINANCES-~~

None

~~-REPORTS-~~

Mayor Benson

Mayor Benson reported he attended the following meetings since the July 23, 2025 Town Board Meeting:

- 7.30.25 - Met with a possible Economic Development Consultant to help the Town along with merchants and goals. This was a base-line conversation
- 7.30.25 - Participated in the Comp Plan Workshop
- 8.5.25 - Attended National Night Out, North East Community Park, Walnut Street. Mayor Benson thanked all who was involved to make this a complete success
- 8.6.25 - Attended a regular scheduled, Economic Development group of folks that come in from each line of businesses that we have here in town along with the town's administration staff
- 8.13.25 - Had an update on the Façade Grants. Last night they were reviewed by the Planning Commission
- 8.13.25 - Had a meeting with a potential tenant here on South Main Street and answering a lot of questions

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the July 23, 2025 Town Board Meeting:

- 7.5.25 – Attended the Ribbon Cutting Ceremony, North East Fire Protection & Security on South Main Street
- 7.26.25 – Attended the North East Farms Market here in town
- 7.26.25 - Manned the table for the English, “Second Language” at the Cecil County Fair, Fair Hill, Maryland through United Redeemed Church
- 8.3.25 -8.7.25 – Volunteered at the United Redeemed Church for the Vacation Bible School along with being a puppeteer
- 8.5.25 - Attended National Night Out, North East Community Park, Walnut Street, what an awesome event and seeing the MSP helicopter land
- 8.6.25 – Attended the North East Rotary Club and then stopped by to introduce herself to the new Finance Associate II, Deana Ittner
- 8.6.25 – Met with the Town Clerk to pick-up her name tag and to confirmed that she will be able to help with the Annual Halloween Party, North East Community Park along with speaking with the Town Administrator regarding projects

- 8.7.25 – Attended the Cecil County Health Expo at the Elkton High School along with 300 other attendees
- 8.8.25 – Attended 2nd Friday and thanked Jennifer Goldbach who is in attendance at tonight's meeting, what a wonderful turnout

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the following meetings since the July 23, 2025 Town Board Meeting:

- 7.30.25 – Attended the Steering Committee for the Comp Plan Workshop
- 8.5.25 - Attended National Night Out, North East Community Park, Walnut Street
- 8.6.25 - Wanted to thank all who was involved with helping in her bee sting at Union Hospital
- 8.8.25 - Attended 2nd Friday
- 8.12.25 - Attended the Planning Commissioner meeting regarding the Façade Grants

Town Administrator

Mrs. Cook-MacKenzie entered into the record her reports since the July 23, 2025 Town Board meeting:

- Department Heads
- Meeting with the Retirement Plan Consultants regarding the annual review
- Code of Ordinance review meeting with the Department Heads
- Had a meeting with the new Patrol Officer Hassan D. Custis from the North East Police Officer, what a great addition to the force
- Bass Tournament went very well
- Attended the Pretty Bay Contest on Saturday, July 26th
- Meeting with the Community Development Block Grant on several projects
- Riverwoods At North East, 2nd Phase Project is moving forward with grant funding
- Meeting with Maryland Department of Environment (MDE) regarding the Rolling Mill Water Treatment Plant
- Attended the Steering Committee for the Comp Plan Workshop
- Attended National Night Out, North East Community Park, Walnut Street
- Meeting with the Salary Study Group, going very well
- Interviews with the Chief Yates and Lieutenant Hickey, 2 new recruits are entering the Police Academy and a flow-up interview on Monday, August 11th
- Participated in the Façade grant meeting today and later in the afternoon met with a potential tenant on South Main Street
- Storm Water Management Utility Fee Workshop along with Board prior of tonight's meeting

Assistant Town Administrator

Mr. Grant Handley reported he attended the following meetings since the July 23, 2025 Town Board meeting:

- July 30 Attended the Comprehensive Plan Land Use workshop and assisted the Director of Planning with drafting several Comprehensive Plan chapters
- July 31 Call with the Maryland Department of the Environment regarding the Rolling Mill WTP Finished Water Pump Station project
- August 2 Attended the opening day ceremony for the Little League Eastern Regional Softball Tournament, where Mayor Benson threw out the ceremonial first pitch
- August 5 National Night Out
- August 6 Attended Rotary Club; the Town provided breakfast for the membership
- August 7 Met with Think Big Network, a fiber optic company interested in bringing service to our community, which is positive given current monopoly in the area for internet services
- August 12 Presented to the Planning Commission to review Façade Grant applications The Town will award \$50,000 to commercial properties to improve their front façades The Board will have final approval
- The July Town Newsletter has been circulated to the public
- Restoration efforts for the Old Town Lock-Up are ongoing
- The Yellow House site has been demolished, leveled, seeded, and straw. Closing for the purchased the property is scheduled for Monday, August 18. From there we will begin creating some sort of space
- Finalizing wayfinding signage designs to improve navigation throughout Town
- Working on the desired improvements for the Ridgely Community
- Main Street camera installation is ongoing

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

None

-MISCELLANEOUS-

Mayor Benson, to Chief Yates, any Community Engagement that deals with the youth please let the Board know if we can help in any way. Chief Yates did advise the Board, this Friday, there will be, "Coffee with a Cop" at the Chesapeake Bay Coffee, 130 South Main Street, North East from 9:00 a.m. – 11:00 a.m. Mayor Benson told Chief Yates, if you ever have the desire to do, "Ice Cream with a Cop", Port House Creamery, 15 North Main Street, North East, would be very happy to host the event.

Assistant Town Administrator invited the Board to an Employee Appreciation Luncheon which will be held, Friday, September 5th at the North East Community Park starting at 1:00 p.m.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

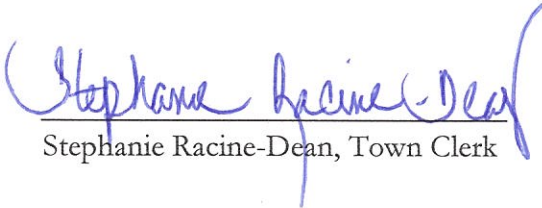
None

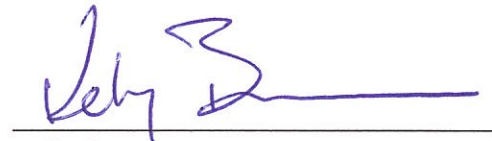
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 7:23 P.M.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Kelly Benson, Mayor