

MAYOR AND COMMISSIONERS
TOWN OF NORTH EAST
106 S. MAIN STREET
NORTH EAST, MARYLAND 21901

August 27, 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, Director of Finance Vonnie Stemen, Director of Planning and Zoning Betsy Vennell, Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator Grant Handley and Town Clerk Stephanie Racine-Dean. Absent from tonight's meeting, Maintenance Supervisor Richard Gregg and Water Superintendent Ron Carter.

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 August 13, 2025 Storm Water Management Utility Fee Workshop, as presented, was made by Commissioner Bernard-Dutton, and seconded by Vice-Mayor Davis and approved by all. Commissioner DeMatt abstained due to his absence from the meeting.

A motion to approve the minutes of the August 13, 2025 regular meeting, as presented, was made by Vice-Mayor Davis, and seconded by Commissioner Crothers-Moore and approved by all. Commissioner DeMatt abstained due to his absence from the meeting.

-GUESTS-

Bill Swiatek, Principle Planner, "WILMAPCO MD Route 272 Corridor Study Plan Presentation"

Bill Swiatek, Principle Planner, WILMAPCO gave a presentation regarding the MD-272 Corridor Plan. The aimed area of improving transportation would be MD-272 from Joseph Biggs Memorial Highway (MD-274) in the north to Shady Beach Road and Hance Point Road in the south. This area is a high priority for transportation upgrades in Cecil County because it's already facing challenges and is expected to grow in the future. The Plan will be developed under the guidance of a Steering Committee comprised of agency partners and local leaders with input from the community. The Plan will review current and future transportation and land use conditions, and then recommend the best options for making transportation safer, more connected, and accessible. The Plan will be developed in four phases:

- Identifying Issues & Opportunities

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- Understanding Needs & Creating Vision
- Proposing & Evaluating Alternatives
- Choosing the Best Alternatives

If there are any additional questions, the public can visit <http://www.wilmapco.org/272> or contact by email: MD272@wallacemontgomery.com

Mr. John Richie, 100 North East Drive, North East, had a question regarding how to make a public comment by September 7th, on the WILMAPCO website. Mr. Swiatek, Principle Planner, WILMAPCO stated to Mr. Richie, to send an email to the contact that was provided, MD272@wallacemontgomery.com. Mr. Richie also asked, who forms the decision making process. Mr. Swiatek replied that WILMAPCO coordinates the monitoring committee processes, we are coordinating the formation of the group and WILMAPCO can add additional along with the Town of North East and Cecil County, it is not a fixed group per say.

-PROCLAMATIONS-

None

-APPOINTMENTS & RE-APPOINTMENTS-

A motion to appoint Michael Evans, 203 South Mauldin Avenue, North East, to the North East Planning Commission, Member #1, for a five year term, expiring on October 3, 2030 with the recommendation from the Planning Office was made by Commissioner DeMatt. The motion was seconded by Vice-Mayor Davis and approved by all.

A motion to re-appoint Calvin Wilson, 55 Tilia Drive, Elkton, North East, to the North East Planning Commission, Member #3, for a five year term, expiring on October 3, 2030 with the recommendation from the Planning Office was made by Commissioner Crothers-Moore. The motion was seconded by Commissioner Bernard-Dutton and approved by all.

-INTRODUCTION OF ORDINANCES-

None

-ADOPTION OF ORDINANCES-

None

-ADOPTION OF RESOLUTIONS-

None

Mayor Benson asked the Town Administrator if she would read the Maintenance Department, July 2025 Report into the record. Unfortunately, she does have this information.

Assistant Town Administrator

Mr. Handley reported he attended the following meetings since the August 13, 2025 Town Board Meeting:

- Old Lock restoration is ongoing; the staircase was rebuilt today
- Closed on the property, 104 Water Street. The Town now owns the property, and steps will begin to transform into an open community space
- Completed the Reading Buddies program for the summer
- Participated in the MS4 call to begin outfall mapping and received answers to questions from the August 13 workshop.
- Registered the Town for Cecil Cares, the countywide day of service. We were selected as a project host and will have volunteers repaint picnic tables and trash can holders at the North East Community Park
- Advancing various projects for the Mayor, including wayfinding signage, economic development, and regional tourism initiatives
- Coordinating with the Maintenance Supervisor on infrastructure repairs
- August Newsletter will be released shortly

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 7.17.25 to 8.20.25
- General Fund Balance Sheet as of 7.31.25
- Statement of Revenue and Expenditures ending to 7.1.25 to 7.31.25

Mrs. Stemen thanked the Water Superintendent, Ron Carter and staff for all their hard work today, Wednesday, August 27, 2025 during the shut-off of water.

Director of Planning and Zoning

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

- Major Facility Fees \$8,200.00
- Connection Fees \$5,650.00
- Permit Fees \$375.00
- Escrow Fees \$14,225.00

Mrs. Vennell reported on the workshop which was held on Tuesday, August 12, 2025. This was a Planning Commission meeting that was re-scheduled due to the Façade Grant applications. Mrs. Vennell stated the Planning Commission loved this project and they were very enthused/ enjoyed giving the money away and seeing the Façade Improvements.

Mrs. Vennell attended the Comprehensive Plan Workshop Committee meeting on Wednesday, August 20th. They are working on the Economic Development and the future Land-Use Plan. Mrs. Vennell thanked the Assistant Town Administrator for his huge effort with the Economic Development Plan, he revamped the entire document along with working with Sandy Turner, Director of Cecil County Tourism. The plan is in its final draft, the next step, North East Planning Commission will take a final look at the document during their September 2025 meeting.

Chief of Police

Police Chief Yates entered into the record the July 2025 North East Police Department Monthly report. In addition, Police Chief Yates reported the last 10 days have been very busy:

- 8.17.25 – Triathlon
- 8.21.25 - North East Elementary Back to School
- 8.23.25 - Unicorn Quest
- 8.15.25 – Attended the Town's 1st Coffee with a Cop, Chesapeake Coffee Company, 130 South Main Street
- 8.26.25 - Attended the Nation Highway Safety Conference Committee in Pittsburg with the States Representatives, over 2000 participants

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Public Works Agreement Extension Request – Freedom Development LLC. Montgomery Oaks: Section 2, Phase 1, Lots 88-108 & Section 2, Phase 2, Lots 69-76 and 12-124

A motion to approve the Public Works Agreement Extension Request, with the recommendation of the Planning Office was made by Vice-Mayor Davis, seconded by Commissioner Bernard-Dutton and approved by all.

Leslie Water Treatment Plant Sediment Removal Project Award – UCS, LLC.

A motion to award the Leslie Water Treatment Plant Sediment Removal Project Award to UCS, LLC, amount \$788,666.50 subject to approval from Maryland Department of Environment (MDE) after their review of the document was made by Commissioner DeMatt, seconded by Vice-Mayor Davis and approved by all.

-MISCELLANEOUS-

None

-APPROPRIATIONS-

Budget Amendment 2026-001

A motion to approve Budget Amendment 2026-001 was made by Vice-Mayor Davis, seconded by Commissioner Bernard-Dutton and approved by all.

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Requisition R6-00309 – USC, LLC. - \$788,666.50 Leslie WTP Pond Sediment Removal

A motion to approve Requisitions R6-00309 amount \$788,666.50 for WTP Pond Sediment Removal in the amount of \$788,666.50 was made by Commissioner DeMatt, seconded by Commissioner Crothers-Moore and approved by all.

-BUSINESS FROM THE FLOOR-

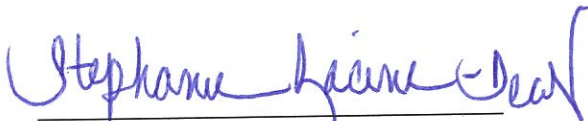
None

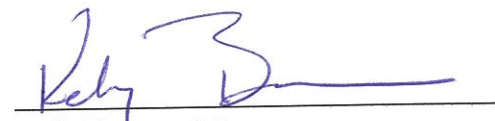
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner DeMatt, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 7:55 P.M.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Kelly Benson, Mayor