

MAYOR AND COMMISSIONERS

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

September 10, 2025

The Town Meeting was called to order by Vice-Mayor Kimberly Davis at 7:02 P.M. Present were Commissioners Hilary Crothers-Moore and Neil DeMatt. Also present, Town Administrator Melissa Cook-MacKenzie. Absent from tonight's meeting, Mayor Kelly Benson, Commissioner Catherine Bernard-Dutton, Assistant Town Administrator Grant Handley, Police Chief Stephen Yates and Town Clerk Stephanie Racine-Dean.

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

-OATH OF OFFICE-

Vice-Mayor Davis administered the Oath of Office to Michael Evans, he was appointed to the North East Planning Commission on August 27, 2025. His term expires November 2030.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the August 27, 2025 Artesian Interconnection Rate Workshop meeting, as presented, was made by Commissioner DeMatt, and seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the minutes of the August 27, 2025 regular meeting, as presented, was made by Commissioner Crothers-Moore, and seconded by Commissioner DeMatt and approved by all.

-GUESTS-

None

PROCLAMATION:

None

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-APPOINTMENTS & OATH OF OFFICE-

None

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

ORDINANCE 2025-09-01: Repeals Article 5. District Regulations; Section 5-12 "CAO" Critical Area Overlay District Regulations and Appendix CA-1, CA-2 in its entirety. This Ordinance also enacts a revised Section 5-12 "CAO" Critical Area Overlay District Regulations, Appendix CA-I, II, III and amends Article 3. Definitions

Mrs. Cook-MacKenzie, Town Administrator introduced to the Board, Ordinance 2025-09-01 of the Mayor and Commissioners of the Town of North East for the purpose of repealing from the North East Zoning Ordinance.

Mrs. Cook-MacKenzie advised the Board, this is for introduction only, there will be further discussion at the next town board meeting on Wednesday, September 24, 2025.

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the August 27, 2025 Town Board Meeting:

- 8.28.25 – Attended Bikeways Workshop at the North East Library. All seats were taken by bicyclist, the presentation was very nice
- Signed-Up to volunteer for Cecil Cares 2025 a Countywide Day of Service, Friday October 3rd, she will be working at the North East Community Park painting the picnic tables and the old trash can holders. Saturday, October 4th, she will be working at the Deep Roots in Earleville, painting, planting & landscaping. This is a farm that houses women and children that have been through domestic violence
- 8.29.25 – Attended Vespers on the "Green". Thank you to Jennifer Goldbach & Robert Crouch for getting this together, it was very beautiful
- 9.3.25 – Met with the Town Administrator and Department Head of Planning and Zoning to go over the history of Artesian and other projects throughout the town
- 9.5.25 – Attended the Town Hall Staff picnic at the North East Community Park, it was a great time by all

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Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the following meetings since the August 27, 2025 Town Board Meeting:

- 9.2.25 – Attended the Planning Commissioner meeting, went over the document that is on the agenda for tonight, Zoning Ordinance 2025-09-01 Critical Area Regulations along with additional work on the Comprehensive Plan
- 9.5.25 – Attended the Town Hall Staff picnic at the North East Community Park, it was a very nice time

Commissioner DeMatt

Commissioner DeMatt reported he attended the following meetings since the August 27, 2025 Town Board Meeting:

- Had an event at Nature's Glow Candle Company for business owners, realtors and vendors. All that attended got the option to add their own labels, such as, business logo, picture etc.
- 8.30.25 & 8.31.25 – Assistant Town Administrator and Best Man took him on his bachelor trip
- 9.9.25 - Had an impromptu 2nd Fridays Committee meeting for the upcoming event on Friday, September 12th. He will be a volunteer for the, "Dunk Tank". A reminder, Crab Crawl & Paws in the Park will be this Saturday, September 13th

Town Administrator

Mrs. Cook-MacKenzie entered into the record her reports since the August 27, 2025 Town Board meeting:

- Department Head meeting along with the firm that was selected, Pay Point Human Resources LLC regarding the process and format moving forward with the salary and benefits study
- Attended Bikeways Workshop at the North East Library
- Interviewed several candidates, one more position needed at the Water Plant
- 2 candidates in the Police Academy are doing very, very well. One is close to graduation and the other, her second week. Patrol Officer Hassan D. Custis field training is complete and is officially on his own
- Met with the Vice-Mayor Davis and Department Head of Planning and Zoning to go over the history of Artesian and other projects throughout the town
- Met with the town's employees regarding Position Vantage Point (PVP) job analysis questionnaire, in person and virtual briefing session along with the consultant Karin Campbell, Paypoint HR
- Attended the Town Hall Staff picnic at the North East Community Park
- Met with the Assistant Town Administrator regarding a possible hotel, South of Route 272
- Riverwoods 2nd Phase Project is moving along quickly. Met with them regarding the appraisals, they would like to go to settlement the end of September, beginning of

October 2025. There are certain requirements to be met by the appraisal in order to qualify for the CDBG appraisal

- Met with contractor regarding the Old Lock-Up, some exciting things going on there

-UNFINISHED BUSINESS-

Mrs. Cook-MacKenzie reported on behalf of Mayor Benson, Artesian has been notified regarding the Artesian Interconnection Rate and they would like to meet with the Town. Mrs. Cook-MacKenzie stated this item will be placed on the agenda for Wednesday, September 24th, with the Storm Water Management Fee being discussed at a future Board meeting. If the Board has additional questions on either topic, please email her directly.

-NEW BUSINESS-

None

-MISCELLANEOUS-

Commissioner DeMatt asked a question regarding a sidewalk at the North East Isles Community, 210 North East Isles Drive. Mrs. Cook-MacKenzie stated this item has been on the Maryland's Department of Transportation (MDOT) wish list from the Town for at least seven years. Every year there is a tour meeting and this is when the Maryland State Highway Officials along with our Senators and Delegates who represents their town's district. The Officials go to all 23 counties and hear directly from the municipalities and their wish list. The problem is, the Maryland State Highway has no right-away at North East Isles Drive, that is the issue.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

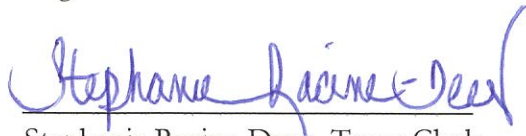
None

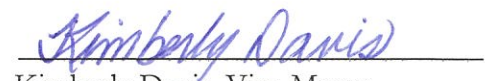
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner DeMatt, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:31 P.M.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Kimberly Davis, Vice-Mayor