

MAYOR AND COMMISSIONERS

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

October 8, 2025

The Town Meeting was called to order by Mayor Benson at 7:00 P.M. Present were Vice-Mayor Kimberly Davis, Commissioners Hilary Crothers-Moore and Neil DeMatt. Also present, 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 Catherine Bernard-Dutton.

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 Michael Kline, he was re-appointed to the Board of Supervisor of Election on September 24, 2025. His term expires October 1, 2026.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the September 24, 2025 regular meeting, as presented, was made by Vice-Mayor Davis, and seconded by Commissioner DeMatt and approved by all.

-APPOINTMENTS & RE-APPOINTMENTS-

A motion to re-appoint Colleen McCandless, 110 Wallace Avenue, to the North East Board of Appeals, for a three-year term, expiring on October 8, 2028 with the recommendation from the Town Administrator was made by Vice-Mayor Davis. The motion was seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC COMMENT-

None

-OATH OF OFFICE-

Mayor Benson administered the Oath of Office to Ruth Gonce, she was re-appointed to the Board of Supervisor of Election on September 24, 2025. Her term expires October 1, 2026.

Town Board Approved Minutes October 22, 2025

-GUESTS-

None

-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 September 24, 2025 Town Board Meeting:

- Weekly meetings with town staff regarding ongoing projects
- Met with town administration regarding a proposal from Landscape Architects (YSM) for the North East Preserve Project
- Great meetings regarding a lot of projects throughout the town with the Town Administrator and the Assistant Town Administrator. We need to keep them moving forward
- Attended Cecil Cares 2025 a Countywide Day of Service, Friday, October 3rd

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the September 24, 2025 Town Board Meeting:

- 9.25.25 – As being a part of AmeriCorps Senior Companion Volunteer, I assisted a woman who is impaired to a doctors visit and made sure she made it home safely
- 9.25.25 - Attended a talk at the North East Library on Migrating Song Birds of Maryland
- 9.27.25 - Met with the Director, English Second Language Program and together as the Co-Director, there will be meetings with all teachers for the next several weeks, prior of getting started with teaching of the adult students
- 10.1.25 - Attended Coffee with a Cop at the Senior Center, very well attended, I got to speak with officers, seniors and residence
- 10.1.25 - Attended a Volunteer Training back at the Senior Center for Medicare Prescription Open Enrollment. Vice-Mayor Davis will be taking calls, assessments and scheduling for the month of October & November. In the evening, I attended, Music for Lafayette, a Bicentennial Concert at the Elkton Library with period instruments from the 1800's and 1900's
- 10.2.25 - Presented at the meeting, English Second Language (ESL), the new teachers & helpers

- 10.3.25 - Volunteered Cecil Cares 2025 a Countywide Day of Service, at the North East Community Park
- 10.4.25 - Volunteered Cecil Cares 2025 a Countywide Weekend of Service at Deep Roots, landscaping

Commissioner Crothers-Moore

None

Commissioner DeMatt

Commissioner DeMatt reported he attended the following meetings since the September 24, 2025 Town Board Meeting:

- 9.27.25 - Attended Live for Thomas Masquerade Ball at the North East Fire Department Upper Chesapeake Ballroom, Mauldin Avenue
- 9.28.25 - Attended the Cecil County Board of Realtors Crab Feast at Micks Crab House, Elkton, Maryland
- 9.29.25 - Attended a very early Cecil Cares 2025, helped paint the far side of the Elkton VFW
- 10.2.2025- Attended Young Professionals Networking meeting along with the Assistant Town Administrator at the Great Wolf Lodge
- 10.3.2025 - Attended Cecil Cares 2025 at the North East Community Park also helped at the Elkton American Legion, they are laying bricks for a Memorial like the North East Community Park
- 10.7.2025 - Attended a Veterans Home Buyers Boot Camp at the VFW Post 6027, North East

Town Administrator

Mr. Cook-MacKenzie reported she attended the following meetings since the September 24, 2025 Town Board meeting:

- Audit is complete on site and all is accountable
- Took 2 ½ days of vacation and attended a funeral for retired Clerk Treasure, Anne Barker-Fazio's second husband, William Fazio, Thursday, September 25th
- Met with Mayor Benson and the Director of Planning regarding a Maryland State Highway permit and the process. Town Administrator thanked the Mayor for being at the meeting for his support
- Met with the Director of Planning regarding several projects: annexation, property at the interchange and the Comp Plan
- Met with the North East Isles Board regarding an easement, Lot 98, there will be a follow-up meeting in several weeks
- Met with the Mayor and the Assistant Town Administrator regarding a proposal from Landscape Architects (YSM) for the North East Preserve Project
- Code Review is going well, meet every 2 weeks with Department Heads. Due to Mable Huber's retirement, we do have a new secretary, Grant Handley, Assistant Town Administrator

- Talks along with the Director of Planning and the Department of Planning of Elkton regarding proposed annexation
- Participated in Cecil Cares 2025 at the North East Community Park
- The Town's Event Committee met, Spooktacular Event which will be, Thursday, October 30th has been approved and a formal letter was sent with conditions to the President of the North East Chamber of Commerce
- Town Clerk, Mable Huber was sent off with nice gifts for her retirement, Thursday, October 2nd. She will be volunteering for the Annual Halloween Party along with the Cecil County Christmas Parade
- Advertising for the Director of Finance position. Will be interviewing for a Water Plant Candidate, if that goes well that will complete their department for new hires

Mayor Benson thanked the Town Administrator for her professionalism along with town staff for handling the Maryland State Highway permit for water, this would be for a local business owner here in town. This would involve the relocation of a water pipe from one side of the street to another.

Assistant Town Administrator

Mr. Grant Handley reported he attended the following meetings since the September 24, 2025 Town Board meeting:

- 9.27.2025 - He along with Chief Yates participated in Plant Your Promise and shared remarks with the Cecil County Youth Empowerment Coalition
- Shannon Baum has installed stop signs in the Ridgely Forest community, and we're continuing to work on additional improvements
- Town Lock-Up restoration work continues; the HVAC system has been installed, and we're now awaiting electrical work
- A camera system update was provided to the Board via email; we now have coverage along South Main Street and are working on North Main Street next
- New wayfinding signage is in progress, and we received a sample sign last week
- 10.5.2025 - Volunteered to join WILMAPCO's Sidewalk Gap Analysis Committee with the goal of advocating for unwalkable areas in our community, particularly along Route 7
- Code of Ordinances updates are ongoing
- 10.3.2025 - The Town hosted Cecil Cares 2025 at the North East Community Park
- Rave Mobile enrollment flyers were included in the most recent water bill mailing
- Working to meet the October 31st MS4 Report deadline, which will be submitted on time without an issue

-UNFINISHED BUSINESS-

Mrs. Cook-MacKenzie reported at the last meeting there was discussion regarding two positions, Code Compliance and Human Resources. Mrs. Cook-MacKenzie advised the Board, if they have any questions regarding the Code Compliance position, please let her know.

Town Board Approved Minutes October 22, 2025

The Human Resource position is written, but there are several employees that have been covering several duties until this position is filled. The Town Administrator would like to sit down with the Director of Finance regarding any job duties that need to be added to the description of the position. The employee packaged will be presented to the Board at a future board meeting.

Artesian Interconnection Agreement Rate

Mrs. Cook-MacKenzie gave an update on the Artesian Interconnection Agreement Rate. She has a meeting with the town's attorney on Friday, October 10th. This information will be submitted to the Board once all documents have been reviewed. This should be approved by the Board at the next meeting.

-NEW BUSINESS-

None

-MISCELLANEOUS-

Mr. Handley presented to the Board, new street signs that have been designed to go throughout the town. There will be 2-3 different kinds of signs, tweaks are still being discussed.

Mrs. Cook-MacKenzie advised the Board, if you see any activity at the Bay View Water Tower, T-Mobile will be upgrading some of their equipment.

-APPROPRIATIONS-

Budget Amendment 2026-003

A motion to approve Budget Amendment 2026-003 was made by Commissioner DeMatt, seconded by Commissioner Crothers-Moore and approved by all.

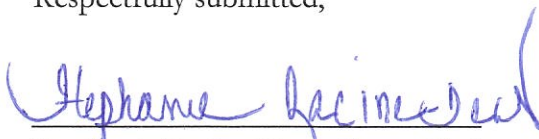
-BUSINESS FROM THE FLOOR-

None

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Vice-Mayor Davis seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:32 P.M.

Respectfully submitted,


Stephanie Racine-Dean, Town Clerk

ATTEST:


Kelly Benson, Mayor