

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

October 22, 2025

The Town Meeting was called to order by Mayor Kelly Benson at 7:00 P.M. Present were Vice-Mayor Kimberly Davis and Commissioner Hilary Crothers-Moore. Also present were Chief Stephan Yates, Director of Finance Vonnie Stemen, Director of Planning and Zoning Betsy Vennell, Water Superintendent, Ron Carter, Assistant Town Administrator Grant Handley and Town Clerk Stephanie Racine-Dean. Absent from tonight's meeting, Commissioners Catherine Bernard-Dutton and Neil DeMatt, Town Administrator Melissa Cook-MacKenzie and Maintenance Supervisor Richard Gregg.

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

-OATH OF OFFICE BY MAYOR KELLY BENSON-

Mayor Benson administered the Oath of Office to Colleen McCandless, she was re-appointed to the Board of Appeals on October 8, 2025. Her term expires in October 2028.

-APPROVAL OF MINUTES-

A motion to re-approve the minutes for September 24, 2025 as presented, due to an address correction, was made by Vice-Mayor Davis, and seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the minutes of the October 8, 2025 regular meeting, as presented, was made by Vice-Mayor Davis, and seconded by Commissioner Crothers-Moore and approved by all.

-GUESTS-

None

-PROCLAMATIONS-

None

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-APPOINTMENTS & RE-APPOINTMENTS-

None

-INTRODUCTION OF ORDINANCES-

None

-ADOPTION OF ORDINANCES-

None

-ADOPTION OF RESOLUTIONS-

Resolution 2025-10-01 – Job Description for Code Compliance Official

Mr. Grant Handley presented Resolution 2025-10-01, Job Description for Code Compliance Official.

Vice-Mayor Davis made a motion to adopt Resolution 2025-10-01, Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

Resolution 2025-10-02 – Progression Scale for Code Compliance Official

Mr. Grant Handley presented Resolution 2025-10-02, Progression Scale for Code Compliance Official.

Vice-Mayor Davis made a motion to adopt Resolution 2025-10-02, Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

-REPORTS-

Mayor Benson

Mayor Benson reported he attended the following meetings since the August 13, 2025 Town Board Meeting:

- Met with Landscape Architects (YSM) along with the Town Administration. This is the firm who provided the town the masterplan for the North East Preserve Project. We reviewing the next steps in moving forward with the project
- Several meetings with the Assistant Town Administrator regarding the Wayfinding Sign Project. Mayor Benson thanked Grant for his patience during this project, this should be wrapped-up in the next week or two
- Meeting with town staff regarding Human Resources
- Meeting with the town's administration regarding the draft final of the Bikeways Grant
- Toured the Old Town Lock-Up today and it's really looking good

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the August 13, 2025 Town Board Meeting:

- 10.9.25 – Participated in the lesson planning for the (ESL), English Second Language Program. The first class will be starting tomorrow night, which I will be teaching level three which is new this year
- 10.16.25 - Volunteered six hours to help at the Senior Center with Medicare enrollment. That evening, I attended the Maryland Municipal League Cecil/Harford County Chapter Dinner along with Commissioners Bernard-Dutton and DeMatt and the Assistant Town Administrator Grant Handley. Afterward the dinner, being that I am the Co-Director of ESL, attended a meeting at 8:30 p.m. with the Director to discuss several items
- 10.18.25 – Attended Ulysses Grant Demond IV funeral service. He was a long time Board of Supervisors of Elections for the Town of North East. Grant started volunteering 2003. Vice-Mayor Davis served with Grant for 6 ½ years prior of her moving to the board of the Mayor and Commissioners
- 10.21.25 - Attended the Master Gardeners Garden Senses Series for eatable flowers. Vice-Mayor Davis stated she is trying to get her lawn bay-wide certified

Commissioner Crothers-Moore

None

Assistant Town Administrator

Mr. Handley reported he attended the following meetings since the October 8, 2025 Town Board Meeting:

- A replacement light pole has been ordered for the entrance of Ridgely Forest through the Town's contractor
- The Town's annual MS4 Progress Report has been completed and will be submitted to the Maryland Department of the Environment early next week
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- Restoration work on the Old Lock-Up continues, all electrical work has been completed
- Cameras will be installed soon along North Main Street, with electric service to the pedestrian poles now finalized
- Continued progress on the Wayfinding Signage Project
- Ongoing updates to the Town's Code of Ordinances
- Working with the water plant to improve network connectivity
- Exploring a solution to reinstall banners across Main Street
- Maintenance staff attended a Snow and Ice Control Training in Delaware on October 14, 2025
- Attended the North East Elementary School Steering Committee meeting on October 15, 2025

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- Attended the Maryland Municipal League meeting in Chesapeake City on October 16, 2025. The Town Clerk and I have also made preparations for the December meeting, when the chapter will be welcomed to North East

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 9.18.25 to 10.17.25
- General Fund Balance Sheet as of 9.30.25
- Statement of Revenue and Expenditures ending to 9.1.25 to 9.30.25

Mrs. Stemen reported the Town is getting close to wrapping-up the 2024-2025 Fiscal Audit.

Director of Planning and Zoning

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

- Permit Fees \$285.00
- Escrow Fees \$100.00
- Application Fees \$250.00

Mrs. Vennell reported Pat's Pizza applied for on premise liquor license, the Planning Office will review as a special exception in that zoning district. This information than will be forwarded to the Cecil County Liquor Board and then they will determine the outcome.

Mrs. Vennell reported the Texas Roadhouse, courtesy review is going to the Cecil County Technical Advisory Committee (TAC) on Wednesday, November 5, 2025. The town staff will be present. The TAC Committee will offer the applicant comments/guide regarding forest conservation & storm water.

Mrs. Vennell reported ShipWreck was approved by the Town of North East Event Committee for the October 30th event on South Main Street.

Chief of Police

Police Chief Yates entered into the record the September 2025 North East Police Department Monthly report.

Mayor Benson asked the Chief of Police how the cameras on South Main Street are working for his police department. Police Chief Yates reported they have been used several times for various things and they are working out well and hopefully North Main Street will be up and running soon.

Water Plant Superintendent

Mr. Ron Carter entered into the record the September 2025 Monthly Report for the North East Rolling Mill and Leslie Water Plants. In addition, Mr. Carter reported the following:

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Mr. Carter reported the Powdered Activated Carbon (PAC) is not completely on line, its not producing the right amount of carbon. The amount should be around 10 lbs. of usage but it's only using 1.67 pounds, which is maxed out. The Assistant Town Administrator, Grant Handley stated, this is a feeder issue, Eagle Equipment will be visiting to determine what the problem is.

Mr. Carter reported he is still waiting for Hach Company for the TOC on-line analyzer. Notification was received today; they will be at the plant on November 11th or 12th. The samplings that were taken, are better, but the yearly average isn't. Unfortunately, a letter will be going out to the water customers to advise. In the meantime, there will be water samples sent to another lab to reconfirm the numbers for all pumping stations.

-UNFINISHED BUSINESS-

Artesian Interconnection Agreement Rate

Assistant Town Administrator Grant Handley updated the Board regarding the Artesian Interconnection Agreement Rate. The administration feels very confident, in the direction the Board wants to go regarding the Artesian Interconnection Agreement Rate. Since the previous meeting, the Town Administrator has been speaking to the Town's attorney and they have been in talks with Artesian Water to getting a future meeting with all parties and what would be the best way to proceed.

-NEW BUSINESS-

Water Allocation Request: First Landing Holding I LLC., Bedrock Subdivision Phase 4: 86 single family homes

Mrs. Vennell presented to the Board a Water Allocation Request for First Landing Holding, I LLC, Bedrock Subdivision Phase 4: for 86 equivalent residential units.

A motion to approve the Water Allocation Request for 21,500 gallons per day, with the recommendation of the Planning Office was made by Commissioner Crothers-Moore, seconded by Vice Mayor Davis and approved by all.

-MISCELLANEOUS-

Residential Decorating Contest – December 11, 2025

Town Clerk reminded the Board, the Annual Residential Christmas Decorating Contest will be on Thursday, December 11th at 5:30 p.m. Commissioner Crothers-Moore stated she would like to judge again this year, Vice-Mayor Davis could possibility, if she does not have any previous engagements.

Assistant Town Administrator asked the Board if they would like to consider re-scheduling 2 Board meetings, due to the Thanksgiving and Christmas Holidays:

- (Thanksgiving Eve) - Wednesday, November 26th to Wednesday, November 19th
- (Christmas Eve) - Wednesday, December 24th to Wednesday, December 17th

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After discussion, it was agreed by the Board, to re-schedule both the Thanksgiving Eve and Christmas Eve.

Mayor Benson advised the Board and town staff, there will be a 4-week gap until the next scheduled meeting, January 14, 2026. If there is an action that needs to be taken on an item, would there be a way to make it happen. Mayor Benson would not want to place anything on hold during this 4-week gap. The Assistant Town Administrator advised, during the month of January, the office is very slow and if there is a need to meet, there would be a special meeting called, this is per the Charter of the Town of North East. The town is meeting their obligation of meeting twice a month.

-APPROPRIATIONS-

Budget Amendment 2026-004

A motion to approve Budget Amendment 2026-004 was made by Vice-Mayor Davis, seconded by Commissioner Crothers-Moore and approved by all.

General Fund

Donation: Youth Empowerment Source – Opioid Restitution Fund	\$23,600.00
Restricted Fund Balance Resources – Opioid Restitution Fund	\$23,600.00

Capital Project Fund

Fixed Assets – Improvements - Street Sign Project/Ridgely Forest	\$509.00
Fund Balance Resources – Shannon Baum Signs & Graphics	\$509.00

Requisition R6-00724 – Hertrich Fleet Services – 2025 F350 RC Chassis & Uplift \$92,615.00

A motion to approve Requisitions R6-00724 amount \$92,615.00 for 2025 F350 RC Chassis & Uplift was made by Commissioner Crothers-Moore, seconded by Vice-Mayor Davis and approved by all.

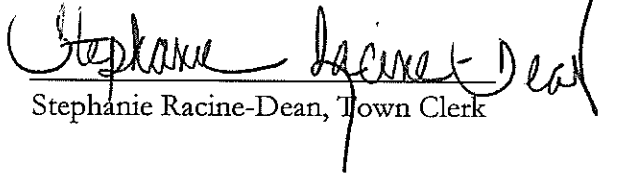
-BUSINESS FROM THE FLOOR-

None

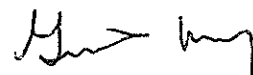
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Vice Mayor Davis and approved by all. The meeting adjourned at 7:35 P.M.

Respectfully submitted,


Stephanie Racine-Dean, Town Clerk

ATTEST:


On Behalf of
Kelly Benson, Mayor

Assess Tom
Adams