

MAYOR AND COMMISSIONERS

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

November 12, 2025

The Town Meeting was called to order by Mayor Benson at 7:02 P.M. Present were Vice-Mayor Kimberly Davis, Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore and Neil DeMatt. Also present, Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator Grant Handley 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.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the October 22, 2025 regular meeting, as presented, was made by Vice-Mayor Davis, and seconded by Commissioner Crothers-Moore and approved by all. Commissioners Bernard-Dutton and Neil DeMatt abstained due to their absents from the October 22, 2025 meeting.

-PUBLIC COMMENT-

None

-GUESTS-

Mark Dobbins, Elk & North East Rivers Watershed Association – Request to utilize, “Old Town Lock Up”

Mark Dobbins wanted to take this opportunity to thank the Mayor and Commissioners of the Town of North East for their support over the years for their organization, Elk & North East Rivers Watershed Association. ENERWA is a volunteer group that has greatly benefited from the support and guidance from the Town. Looking into the future, there has been vision of locating space which will allow the Water Quality Monitoring Program to benefit and have presence to not only store event materials but serve as a headquarters for our volunteers and water samples as well, to serve as a space for Board meetings and other events.

There have been several discussions with the town’s Administration staff along with Mayor Benson and previous Mayor’s regarding possible presence, 102 West Cecil Avenue, after current renovations are completed. At this time, Elk & North East Rivers Watershed

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Association is making a request to occupy a small space at the historic building along with the Town's desire for an area of historic memorabilia to focus on the history of North East.

Mayor Benson asked several questions regarding ENERWA and its occupancy of 102 West Cecil Avenue, "Old Town Lock Up". Mr. Dobbins stated it would be up to the towns Board and Administration, what they are comfortable with for them to have presence there. He also stated, he sees this historic building as a shared space for not only ENERWA, other occupancy, and the public, so they can see the history of the "Town".

-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 October 22, 2025 Town Board Meeting:

- 10.29.2025 – Met with the Town Administrator and the Director of Finance for an overview of the borrowing of bonds and the process
- 10.29.2025 - Discussion regarding the North East Middle School
- 10.29.2025 - Meeting with Mr. Steve Riley, ENTECH, Town's Engineer, Water Superintendent along with the Administration regarding several projects concerning the Rolling Mill and Leslie Water Treatment Plants
- 10.29.2025 - Met with the President, William Streaker, North East Fire Company regarding various funding requests
- 11.5.2025 - Attended the Cecil County Transportation Plan meeting along with many large groups of Municipalities, Maryland Delegates and State Representatives. During the meeting we had the opportunity to speak directly to the Representatives and a few key members around the table to introduce the North East Preserve, and to ask for guidance with the permitting process.
- 11.5.2025 – Met with several representatives from the Maryland Department of Transportation regarding the alternative transportation funds which helps with pedestrian projects such as bridges and infrastructure that gets the community of the roads to give a more friendly ways to moving around the community
- 11.12.2025 - Attended the Cecil County Municipal Leadership Round Table, North East Library, Mauldin Avenue. Returned to Town Hall and met with Ben Seidel from Maryland State Tourism who gave great insight to make connections regarding lodging in the Town of North East

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the October 22, 2025 Town Board Meeting:

- October 23rd, October 30th and November 6th, 2025, volunteered five hours each of those days at CHIP, Maryland's Health Program through Cecil County which helps with Medicare Open Enrollment
- 10.23.2025 - Taught English Second Language Program and doing the Assistant Co-Director duties as well
- 10.26.2025 - Kick-Off Operation Christmas Child which is through Samaritan's Purse
- 10.25.2025 - Volunteered at the Annual Halloween Party, North East Community Park to judge the Costume Contest, what a great event
- 11.5.2025 - Attended, "Skys over Cecil County" at the Perryville Library. Mike Dicken gave the history of the airplane crashes in Cecil County in the years of 1947 and 1963.
- Volunteered 5 hours with the (ESL), English Second Language Program

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the following meetings since the October 22, 2025 Town Board Meeting:

- 10.25.2025 - Attended the Annual Halloween Party, North East Community Park to judge the Costume Contest.
- 10.30.2025 - Handed out candy in front of Town Hall during Spooktacular along with town staff
- 11.4.2025 - Attended a Planning Commission meeting to review a Façade Grant and the Riverwoods expansion

Commissioner DeMatt

Commissioner DeMatt reported he attended the following meetings since the October 22, 2025 Town Board Meeting:

- 10.10.2025 - Toured the Cecil County School of Technology
- 10.14.2025 - Attended the Cecil County Real Estate Convention at Bohemia Manor Farms and was sworn in to the Board of Directors for 2 years. Spoke with Delegate Hornberger and became, Co-Chair of ARPAC Committee which is the Real Estate Political Action Committee, this helps with lobbying for Real Estate Laws
- 10.27.2025 - Attended the Cecil County Young Professionals Network (YPN) meeting along with the Assistant Town Administrator just to prep for the next event in January
- 10.30.2025 - Attended his wedding rehearsal and a golf meeting with the Assistant Town Administrator and October 31st was his Wedding Day

- 11.5.2025 - Attended a Kick-Ball Tournament at Pine Grove, Elkton for the Cecil County Board of Realtors to benefit the Cecil FC Soccer League & Elkton Little League.
- 11.7.2025 - Helped to assemble a CASA of Trees Event

The Town Board Congratulated Commissioner DeMatt on his Wedding Day along with the town's administration and the public who attended tonight's meeting.

Town Administrator

Mr. Cook-MacKenzie reported she attended the following meetings since the October 22, 2025 Town Board meeting:

- 10.29.2025 – Met with Mayor Benson and the Director of Finance for an overview of the borrowing of bonds and the process
- 10.29.2025 - Discussion regarding the North East Middle School
- 10.29.2025 - Meeting with Mr. Steve Riley, ENTECH, Town's Engineer, Mayor Benson, Water Superintendent along with the towns administration regarding several projects concerning the Rolling Mill and Leslie Water Treatment Plants
- 10.29.2025 - Met with the President, William Streaker, North East Fire Company and Mayor Benson regarding various funding requests
- 11.5.2025 - Attended the Cecil County Transportation Plan meeting along with Mayor Benson, large groups of Municipalities, Maryland Delegates and State Representatives. During the meeting we had the opportunity to speak directly to the Representatives and a few key members around the table to introduce the North East Preserve, and to ask for guidance with the permitting process.
- 11.5.2025 – Met with several representatives from the Maryland Department of Transportation and Mayor Benson regarding the alternative transportation funds which helps with pedestrian projects such as bridges and infrastructure that gets the community of the roads to give a more friendly ways to moving around the community
- Met with Director of Planning regarding Riverwoods expansion and the Grant Writer regarding the grant for Riverwoods
- Working with the Director of Planning regarding two projects, Wawa on the West side Route 272 adjacent of the Flying J truck stop and Longhorn Restaurant on Route 40
- Working on the Cecil County Christmas Parade with the Town Clerk
- Met with Sandy Turner, Director of Tourism regarding 2026 Cecil Nights/Winter Lights
- Met with the North East Isles Board and owner of the end lot regarding the easement process
- Code of Ordinance review meeting with town staff
- Multiple personnel matters along with a new cadet entering the Police Academy yesterday
- Accepting applications for the Director of Finance

Assistant Town Administrator

Mr. Grant Handley reported he attended the following meetings since the October 22, 2025 Town Board meeting:

- Veterans Legacy Bricks are for sale again with the order deadline of January 31, 2026 and the dedication ceremony will be in the Summer of 2026
- Leslie Pond sediment project has begun. It has been a long process but needed
- Several meetings with Mayor Benson and the Town Administrator
- Old Town Hall Lock Up is slated for completion by Thanksgiving 2025 and will be open for the Cecil County Christmas Parade
- The Assistant Town Administrator asked the Board if they would like to tour the Old Town Lock Up on Thursday, December 3rd
- Submitted the annual progress report to Maryland Department of Environment (MDE)
- A lot of trash and debris has been removed from the North East Preserve site. This site was walked and marked on the 6th of November by the contractor and Department of Natural Resources (DNR) was on site
- Attended the Maryland Department of Transportation meeting along with Mayor Benson and the Town Administrator
- Attended the First Responders Appreciation Banquet, Tuesday, November 6th with Chief Yates
- The bamboo from Water Street has been completed, they silk fencing will stay so the soul will not be disturbed prior of soul and seeding
- Street and Sidewalk data has been sent to the civil engineer for the civil engineer project for sidewalks and streets
- Next week there is a board meeting that was re-scheduled from November 26th. The North East High School Cheerleading Team made history as the first Cecil County Team to place at a State Tournament. They will be attending next week's board meeting to present a Proclamation and goody bags while watching their routine on the television

-UNFINISHED BUSINESS-

Artesian Interconnection Agreement Rate

Even though this item was placed on the agenda, this was not discussed at tonight's meeting.

-NEW BUSINESS-

None

-MISCELLANEOUS-

None

-APPROPRIATIONS-

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Requisition R6-00746 – Edmunds Govtech – 2026 Software Maintenance \$31,379.73

A motion to approve Requisition R6-00746 to Edmunds Govtech for 2026 Software Maintenance in the amount of \$31,379.73 was made by Vice-Mayor Davis, seconded by Commissioner Bernard-Dutton and approved by all.

Requisition R6-00859 – Enterprise Community Development, Riverwoods Phase II - \$784,874.44

A motion to approve Requisition R6-00859 to Enterprise Community Development for Riverwoods Phase II in the amount of \$784,874.44 was made by Commissioner DeMatt, seconded by Commissioner Crothers-Moore and approved by all.

Requisition R6-00882 – Clifton Larsen Allen LLP - \$29,560.00

A motion to approve Requisition R6-00882 to Clifton Larsen Allen LLP for the Fiscal Year 2025 Financial Statement and Audit in the amount of \$29,560.00 was made by Vice-Mayor Davis, seconded by Commissioner Bernard-Dutton and approved by all.

Commissioner DeMatt shared with the Town Board and Town Staff an event, from the Cecil County Board of Realtors on Thursday, November 20, 2025, Woody's Crab House. This event is in two sessions, this will help you discover new, fun and impactful ways to grow your business.

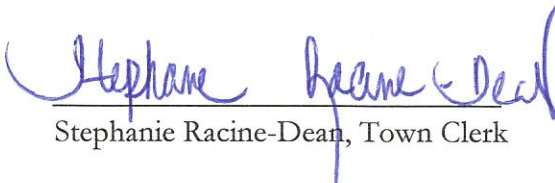
-BUSINESS FROM THE FLOOR-

None

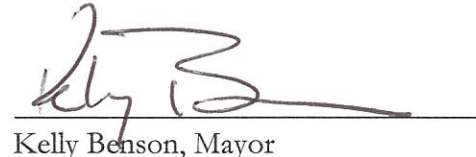
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Vice-Mayor Davis, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 7:50 P.M.

Respectfully submitted,


Stephanie Racine-Dean, Town Clerk

ATTEST:


Kelly Benson, Mayor