

**MAYOR AND COMMISSIONERS**

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

December 10, 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, Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator Grant Handley and Town Clerk Stephanie Racine-Dean. Commissioner Bernard-Dutton and Chief Yates was absent from tonight's meeting.

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 November 19, 2025 regular meeting, as presented, was made by Vice-Mayor Davis, and seconded by Commissioner Crothers-Moore and approved by all.

**-PUBLIC COMMENT-**

None

**-GUESTS-**

None

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

Resolution 2025-12-01 – To Modify Policy regarding Parade Participant Rules and Regulations  
Mayor Benson presented Resolution 2025-12-01, Modifying the Cecil County Christmas Parade Participant Rules and Regulations.

A motion to Adopt Resolution 2025-12-01 to Modify Policy regarding the Parade Participant Rules and Regulations was made by Commissioner DeMatt and seconded, by Vice-Mayor Davis.

**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

Town Board Approved Minutes December 17, 2025

Ordinance 2025-12-01 Amendment to Article 5. District Regulation Part 1. Zoning Districts 5-3 A. "RM-C" Multifamily Residential District Regulations. Adding a provision for transitional commercial uses, associated buffers, setback and area requirements

Mrs. Cook-MacKenzie presented to the Board Ordinance 2025-12-01 Amendment to Article 5. District Regulation Part 1. Zoning Districts 5-3 A. "RM-C" Multifamily Residential District Regulations. Adding a provision for transitional commercial uses, associated buffers, setback and area requirements.

Mrs. Cook-MacKenzie advised the Board, this item is for introduction only. There will be further discussion at the next town board meeting on December 17, 2025.

**-REPORTS-**

Mayor Benson

Mayor Benson reported he attended the following meetings since the November 19, 2025 Town Board Meeting:

- 11.28.2025 - Attended the North East Main Street Tree Lighting & Santa House Opening on, "The Green". What a great event for the community to come together.
- 12.2.2025 - Met with the Director of Planning and the Chairman of the Planning Commission regarding a couple of objectives that he would like to see move forward in the next year
- In the last several days, he has been working with the Town Administration and helping him wave through the controversy regarding the Cecil County Christmas Parade
- 12.10.2025 - Met with the Finance Director and Town Administration regarding the hiring for the Finance Department. Met than with the Assistant Town Administrator had a meeting with Secretary of Royal Strategy for Commerce which was a recommendation that came from a meeting a few weeks ago
- 12.6.2025 - Attended the Cecil County Christmas Parade and witnessed the week of the immense effort that goes into the event. Mayor Benson thanked the town staff along with volunteers who make this a great event

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the November 19, 2025 Town Board Meeting:

- 11.20.2025 - Last five-hour volunteer for CHIP, Maryland's Health Program through Cecil County which helps with Medicare Open Enrollment. In the evening Taught English Second Language Program as Assistant Co-Director & Safety Person
- 11.22.2025 - Worked on a Service Project making cards of encouragement for Foster Parents for Cecil County which are filled with restaurant cards to help with meals for the child right away
- 11.24.2025 - Wrapped-Up Operation Christmas Child shoebox event which is through Samaritan's Purse

- 11.28.2025 – Willing be going to Baltimore along with 8 individuals to volunteer, Windsor Mills, Maryland to the processing centers of Operation Child shoebox, these will be distributed all over the world
- 12.1.2025 - Turned in her candidacy paperwork for the North East Town Election in February for Commissioner and toured the renovated Town Lock-Up with the Assistant Town Administrator
- 12.6.2025 - Volunteered at the Cecil County Christmas Parade in the Municipal Parking Lot
- 12.9.2025 -- Participated in the Neighborhood Youth Panel, a hearing for three juveniles at the North East Police Department. Vice-Mayor Davis also reported she won a tree from the Festival of Lights - CASA

#### Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the following meetings since the November 19, 2025 Town Board Meeting:

- Attended the North East Main Street Tree Lighting & Santa House Opening on, “The Green”.
- Volunteered at the Cecil County Christmas Parade, one of her favorite events to bring the community together

#### Commissioner DeMatt

Commissioner DeMatt reported he attended the following meetings since the November 19, 2025 Town Board Meeting:

- Cecil County Board of Relators had a holiday party at the North East VFW Post 6027
- 12.5.2025 - Delivered Christmas gifts to Deep Roots in Earlville, Maryland
- Participated in the Cecil County Christmas Parade, Board of Relators float dressed up as a “Gingerbread Man”.
- 12.9.2025 – Participated in a Cookie-Bake Contest at a Mixer, his entry was judged and came in last place

#### Town Administrator

Mr. Cook-MacKenzie reported she attended the following meetings since the November 19, 2025 Town Board meeting:

- Cecil County Christmas Parade and Personnel Projects. The Town Administrator thanked the Mayor for witnessing all the efforts the town hall staff goes through to make this a great annual event
- Regarding Resolution 2025-12-01, modifying the policy regarding parade participant rules and regulations. With talking to Mayor Benson, this is a good opportunity to review the entire event and make positive changes where needed
- Met with the Assistant Town Administrator along with Grant Writer, things are going well especially the water projects, two grants will be submitted. Town Administrator advised the Board, the Grant Writer will be submitting a monthly report also

- Water Superintendent, Ron Carter is continuing to see improvement in the test results for the Rolling Mill Water Treatment Plant. The manganese is still an issue, he has made a request to, Maryland Water Rural Association, they improve the quality of life in the rural and small municipal communities of Maryland. By using their drone, they will steer in the direction of creek to see if they can identify if the manganese is forming during rainfall

Mrs. Cook-MacKenzie reported on behalf of the Director of Finance, there was a check mailed to a contractor that works for the town, Allied Control Services, Inc, who does the SCADA work for the Water Department. From the time the check was mailed and delivered to the bank it was intercepted and endorsed to another party, the check was in the amount of \$35,000.00. Mrs. Cook-MacKenzie stated the bank did notice and contacted the town right-away, a new check was issued to the contractor. The Director of Finance is working with the bank to have something in place so this does not happen again.

Assistant Town Administrator

Mr. Grant Handley reported he attended the following meetings since the November 19, 2025 Town Board meeting:

- Met with the Cecil County Public Library to discuss adding a Story Book Trail at the North East Community Park
- Completed the Old Town Lock-Up renovation, the building was open to the public during the Cecil County Christmas Parade and was very popular with many visitors
- Held the MS4 quarterly coordination meeting with Cecil County Stormwater; we are still awaiting a new permit
- Began advertising and the bid process for the Rolling Mill Finished Water Pumping Station Project, funded through an MDE grant
- Planning logistics for removing large debris at the North East Preserve site
- The Town of North East will be hosting the Maryland Municipal League (MML) Cecil/Harford Chapter Dinner on Thursday, December 18, 2025. The Town Clerk along with myself have been organizing the event with Woody's Crab House
- Coordinated and represented Rocky Bullwinkle's in the Cecil County Christmas Parade

**-UNFINISHED BUSINESS-**

None

**-NEW BUSINESS-**

None

**-MISCELLANEOUS-**

Mayor Benson stated, a year ago right now, I was about 25 minutes from welcoming my son into the world. Happiest 1<sup>st</sup> Birthday Emerson, who is here tonight.

**-APPROPRIATIONS-**

Budget Amendment 2026-006

**General Fund**

DNR Greenspace Equity Program Grant	\$68,165.00
DNR Greenspace Equity Program NE Preserve	\$68,165.00

A motion to approve Budget Amendment 2026-006 was made by Vice-Mayor Davis, seconded by Commissioner DeMatt and approved by all.

Mayor Benson asked for the Assistant Town Administrator to bring the Board up to speed regarding the Old Town Lock-Up and the cost. There was a budget amount of \$100,000.00 for the restoration of the building for most of the interior and exterior. There were 2 items that were not anticipated in the number. Additional costs:

- Run electric and have Delmarva install \$9,600.00
- Custom hardware from Michael Coldren Company. Historic Hardware \$8,000.00
- Fake brick paneling to blend the history (exterior material in case of flooding) \$8,000.00

The Assistant Town Administrator stated he will have a Budget Amendment prepared for the Board at the next Town Board meeting for approval. Mayor Benson stated he has been in conversation with town staff regarding his position in moving forward with the project.

**-BUSINESS FROM THE FLOOR-**

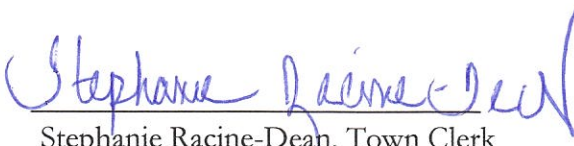
None

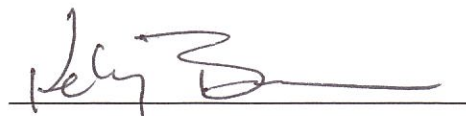
**-ADJOURNMENT-**

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 7:35 P.M.

Respectfully submitted,

ATTEST:

  
Stephanie Racine-Dean, Town Clerk

  
Kelly Benson, Mayor