

MAYOR AND COMMISSIONERS

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

January 14, 2026

The Town Meeting was called to order by Vice-Mayor Kimberly Davis at 7:00 P.M. Present were Commissioners Catherine Bernard-Dutton and Hilary Crothers-Moore. Also present were Police Chief Stephen Yates, Assistant Town Administrator Grant Handley and Town Clerk Stephanie Racine-Dean. Town Administrator Melissa Cook-MaKenzie attended via Zoom. Mayor Kelly Benson and Commissioner Neil DeMatt 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 December 17, 2025 regular meeting, as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-GUESTS-

None

APPOINTMENTS & OATH OF OFFICE-

None

-PUBLIC COMMENT-

None

-PUBLIC HEARING-

None

INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

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-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Vice Mayor Davis read into the record, on behalf of Mayor Benson who is absent, the meetings he attended since the December 17, 2025 Town Board Meeting:

- 12.18.25 - Attended the Maryland Municipal League Dinner, hosted by the Town of North East, Woody's Restaurant, North East. Thanked the town staff for all the coordination to host a great event and thank Woody's for the great food and the use of their restaurant
- 12.19.25 - Attended the Holiday Staff Luncheon, Friday, December 19th. Thanked the Assistant Town Administrator, Grant Handley for helping to organize the great uplifting holiday for the town staff, excellent bingo skills. Thanked the Maintenance Supervisor, Rich Gregg for preparing a delicious meal for everyone
- 12.31.25 – Participated in an interview for the Director of Finance position and also again on January 2nd as well
- 1.10.26 - Approved contractors to examine the issue at the Rolling Mill Water Treatment Plant
- 1.12.26 - Met with Cecil County Leadership regarding North East Middle School Property and town administration on various topics including 2026 goals, Rolling Mill Water Treatment Plant and the Cecil County Christmas Parade

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the December 17, 2025 Town Board Meeting:

- 12.18.25 - Attended the Maryland Municipal League Dinner, hosted by the Town of North East, Woody's Restaurant, North East and gave the invocation. Thanked the Board for attending along with town staff for helping organizing the event. It was the best turnout of all the other counties.
- 12.19.25 - Attended the Holiday Staff Luncheon, Friday, December 19th. Thanked the Maintenance Supervisor Rich Gregg for the wonderful food he prepared. Thanked the Assistant Town Administrator for the Bingo game, a lot of fun and to the Mayor for bringing his son Emerson in, what fun to see him
- 12.31.25 - Participated in an interview for the Director of Finance position and also again on January 2nd as well
- 1.8.26 – Started teaching the (ESL), English Second Language Program for 2026 along with Co-Directing. On a ZOOM call with the Director of Finance and Town Administrator regarding the candidate status for the Director of Finance position
- 1.13.26 – Spoke with the Mayor to discuss his note and his thoughts for tonight's Board meeting

Commissioner Bernard-Dutton

Commissioner Crothers-Moore reported she attended the following meetings since the December 17, 2025 Town Board Meeting:

- 12.18.25 attended the Maryland Municipal League Dinner, hosted by the Town of North East, at Woody's Restaurant, North East and won the raffle thanks to Grant which she gave back to the scholarship fund
- 12.20.26 - She thanked Assistant Town Administrator Grant Handley and Water Superintendent Ron Carter regarding a water leak which she received a text from a customer on Russell Street. Very quick response from the Water Department staff.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the following meetings since the December 17, 2025 Town Board Meeting:

- 12.18.25 attended the Maryland Municipal League Dinner, hosted by the Town of North East, at Woody's Restaurant, North East and thanked the town staff for putting the event together
- Spent a lot of time with family during the holiday season

Town Administrator

Mrs. Cook-MacKenzie reported she will give her full report at the next Town Board meeting, Wednesday, January 28, 2026.

Assistant Town Administrator

Mr. Handley entered into the record his reports since the December 14, 2025, Town Board meeting:

- 12.18.25 – Held a pre-construction meeting for the North East Preserve Site Clean-Out. As of Monday, January 12th, construction activities have begun with work currently focused on removing large concrete pads on site
- 12.19.25 – Staff luncheon with holiday activities
- 1.5.26 – Met to discuss the next water infrastructure project for which the Town will pursue grant funding
- 1.6.26 – Department Head meeting
- 1.7.26 - Pre-bid meeting for the new pumping station at Rolling Mill

Projects:

- Lock-Up Restoration – The project is complete, applications for use are now live. Met with the Cecil County Arts Council to discuss hosting occasional art showcases at the facility
- Code of Ordinances – Updates are ongoing and will be brought before the Board. The process is approximately 60 percent complete
- MS4 Program – New draft MS4 guidelines have been released. All documents are being reviewed and analyzing changes. If the Town is awarded the MS4 grant we recently applied for, the town will be in an excellent position moving forward

- Summer College Internship Program – This program is live; applications are available via the Town's Facebook page and outreach has been conducted with Cecil and Harford Community Colleges. The application deadline is February 11, 2026
- Road & Sidewalk Rehabilitation Project – Work continues on planning and design to address several infrastructure needs. Engineering plans are nearing completion, and the town plans to submit a loan application in February

Grant gave a personal update, I am happy to share, I became engaged on Saturday, December 20, 2025.

-UNFINISHED BUSINESS-

Resolution 2026-01-01 – Human Resources Coordinator Job Description Adoption

Commissioner Bernard-Dutton made a motion to adopt Resolution 2026-01-01, Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

Resolution 2026-01-02 – Human Resources Coordinator Progression Scale Adoption

Commissioner Crothers-Moore made a motion to adopt Resolution 2026-01-02, Commissioner Bernard-Dutton seconded the motion and the motion was approved by all.

-NEW BUSINESS-

Public Works Agreement Extension Request: Jeff Adams, Adams Subdivision, 187 Razor Strap Road. One-year extension requested until January 15, 2027

Mrs. Cook-MacKenzie presented to the Board a Public Works Agreement Extension for 187 Razor Strap Road.

A motion to approve the Public Works Agreement Extension for 187 Razor Strap Road until January 15, 2027 with the recommendation by the Planning Office, was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

Water Service Agreement Extension Request: Stanley Watson, Lots 1, 3 and 4 South Leslie/Nazarene Camp Road. Two-year extension request until April 18, 2028

Mrs. Cook-MacKenzie presented to the Board a Water Service Agreement Extension for Lots 1, 3 and 4 and 4 South Leslie/Nazarene Camp Road.

A motion to approve the Water Service Agreement Extension Request for a two-year extension, with the recommendation of the Planning Office was made Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all.

Water Allocation Request: Jeffrey LeRette, 511 Deans Bank Road. One (1) ERU for a single-family home

Mrs. Cook-MacKenzie presented to the Board a Water Allocation Request for 511 Deans Bank Road, one equivalent resident unit.

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A motion to approve the Water Allocation Request for 250 gallons per day, with the recommendation from the Planning Office, was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

Director of Finance Appointment

Mrs. Cook-MacKenzie reported Deana Howard Ittner, Finance Associate II has been appointed the Director of Finance for the Town of North East. She will start her new position, Monday, February 2, 2026.

A motion to appoint Deana Howard Ittner to, Director of Finance for the Town of North East, was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-MISCELLANEOUS-

None

-APPROPRIATIONS-

Requisition R6-01251 - M&T Bank Trustee MDWQFA – Debt Service on Loans \$614,026.86

A motion to approved Requisition R6-01251 to M&T Bank Trustee MDWQFA in the amount of \$614,026.86 for the Debt Service on Loans was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-BUSINESS FROM THE FLOOR-

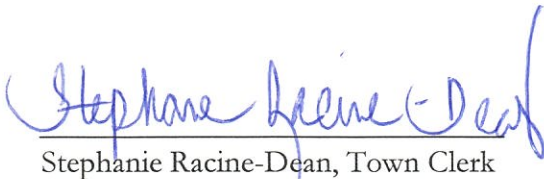
None

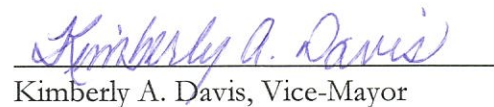
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:25 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Kimberly A. Davis, Vice-Mayor