

MAYOR AND COMMISSIONERS

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

February 11, 2026

The Town Meeting was called to order by Mayor Kelly Benson at 7:06 P.M. Present were Vice-Mayor Kimberly Davis, Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore and Neil DeMatt. Also present were Police Chief Stephen Yates, 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 January 14, 2026 regular meeting, as presented, was made by Vice-Mayor Davis, seconded by Commissioner Crothers-Moore and approved by all. Mayor Benson and Commissioner DeMatt abstained due to their absence from the meeting.

A motion to approve the minutes of the January 28, 2026 regular meeting, as presented, was made by Commissioner DeMatt, seconded by Vice-Mayor Davis and approved by all. Mayor Benson and Commissioner Bernard-Dutton abstained due to their absence from the meeting.

-GUESTS-

None

APPOINTMENTS & OATH OF OFFICE-

None

-PUBLIC COMMENT-

None

-PUBLIC HEARING-

None

INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

Town Board Approved Minutes February 25, 2026

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None

-REPORTS-

Mayor Benson thanked, Vice-Mayor Davis, along with the Town Administration for covering while he was out of town on vacation the past several weeks.

Mayor Benson

Mayor Benson reported he attended the following meetings since the January 28, 2026 Town Board Meeting:

- 1.4.2026 – 2026 goal setting meeting, regarding personnel along with goals and objectives
- 1.11.2026 – Wayfinding Sign Project Committee meeting along with a 2026 goal setting meeting, regarding personnel

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the January 28, 2026 Town Board Meeting:

- 1.29.2026 – Spoke with Mayor Benson, gave updates regarding the January 28th Board meeting
- 1.30.2026 - Swore in William Weisel to the North East Board of Supervisors of Elections, what a nice addition. Afterwards met with the Town Administrator and the Assistant Town Administrator to follow-up on a Town Hall meeting
- 2.5.2026 – Taught (ESL), English Second Language Program

Commissioner Bernard-Dutton

None

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Planning Commission meeting, Tuesday, February, 3, 2026.

Commissioner DeMatt

Commissioner DeMatt reported he attended the following meetings since the January 28, 2026 Town Board Meeting:

- 2.5.2026 – Attended Cecil County Board of Realtors Trivia Night
- 2.10.2026 – Attended a marketing committee meeting with the North East Chamber of Commerce at Liberty Title, North East
- 2.11.2026 – Attended Coffee and Connections, regarding the Real Estate Industry at Chesapeake Bay Coffee, North East

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the January 28, 2026.

- Department Head meeting
- Attended the Planning Commission meeting, Tuesday, February, 3, 2026.
- Meeting with Artesian to let them know the Boards position on the whole sale of water, their purpose of the meeting was to present the town's engineer the interconnection on Mechanics Valley Road
- Goals meeting with Mayor Benson
- North East Town Election was on Monday, February 9th. The Election Clerk, is submitting into the record to the Town Clerk the Town Election Results. Commissioner Crothers-Moore has been reelected along with Commissioner Kimberly Anne Davis
- Met with the new Director of Finance, Deana Ittner along with the Maintenance Supervisor, Rich Gregg regarding the 2026-2027 Fiscal Year Budget
- Met with staff from the Water Department and Finance Department to stream-line the water billing as the staff gets closure to the due date
- Wayfinding Sign Project Committee meeting
- Met with the Town Clerk on various items
- Met with the Assistant Town Administrator on various items
- Met with Mayor Benson on several items

As far as personnel matters, Director of Finance Vonnie Stemen retired from the Town of North East, her last day was Friday, January 30th. This position was officially filled, Monday February, 2nd by Deana Ittner. Libby Jones who has experience from the Town of Cecilton will be filling the Finance Associate II position.

Mrs. Cook-MacKenzie reported the Maintenance Supervisor position was advertised in the Cecil Whig, last week. Rich Gregg retired, his last day with be Town, Friday, February 13th. He did give an adequate, 2-week notice to the Town.

Assistant Town Administrator

Mr. Handley entered into the record his reports since the January 28, 2026, Town Board meeting:

- Worked with contractors and community members to navigate snow removal efforts
- Attended the WILMAPCO Sidewalk Gap Analysis Committee meeting on January 29, 2026
- Met with the Department of Housing and Community Development, along with the Grant Writer, to discuss the loan application for the upcoming Streets, Sidewalks, and Road's rehabilitation project
- Department Heads continue to review and edit the Code of Ordinances
- Attended Artesian meeting on February 4, 2026

- Advertised on Facebook for a community garden initiative, aiming to build a citizen-led committee
- Discussed long-term goals with the Mayor
- Reviewed Turning Park plans with our Stormwater Engineer

-UNFINISHED BUSINESS-

None

-NEW BUSINESS-

Water Allocation Request: Freedom Land Development, LLC – Bailiff Woods (Montgomery Oaks) Subdivision Lots 1-7, 7 Equivalent Residential Units

Mrs. Cook-MacKenzie presented to the Board a Water Allocation Request for Bailiff Woods (Montgomery Oaks), Subdivision Lots 1-7 for 7 equivalent residential units.

A motion to approved the Water Allocation Request 1,750 gallons per day, with the recommendation from the Planning Office, was made by Vice-Mayor Davis, seconded by Commissioner Bernard-Dutton and approved by all.

-MISCELLANEOUS-

Closed Session Meeting – Cancelled

The Mayor of the Town of North East cancelled the Closed Session that was scheduled, immediately after the regularly scheduled Town Board Meeting, Wednesday, February 11, 2026 at 7:00 p.m. This meeting was being held in accordance with the Maryland Annotated Code, General Provisions Article, S 3 305(b)(1), to discuss the appointment, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any personnel matter that affects one or more specific individuals."

Mayor Benson reported, due to the personnel changes that the town is experiencing, at this time, the Closed Session Meeting has been cancelled.

Budget Amendment 2026-008

Mrs. Cook-MacKenzie presented to the Board, on behalf of the Director of Finance, Budget Amendment 2026-008.

General Fund

Revenue – Contingency -Reallocate Contingency Funds to snow removal contract services	\$55,697.00
Expenditure – Snow Removal Contract Services - Richard Mort	\$38,295.00
Richard Mort	\$4,707.00
Susquehanna Contractors	\$12,695.00

(Note: the remaining amount in the general fund contingency fund will be \$97,634.00)

A motion to approve Budget Amendment 2026-008 was made by Commissioner DeMatt, seconded by Vice-Mayor Davis and approved by all.

-APPROPRIATIONS-

None

-BUSINESS FROM THE FLOOR-

Marybeth Appio, 18 Bayberry Drive, Elkton had several questions regarding the sidewalks/snow removal. She stated the snow is melting and there is still snow on the sidewalks. There are concerns that the residence will not be doing their part in removing. The Town Administrator suggested to Ms. Appio, she would share the town's ordinance regarding this subject. The second question that was asked, if the town will be going through the community and removing excess snow. Per the Assistant Town Administrator, no additional clean-up will be done. Mrs. Cook-MacKenzie stated she would be happy to speak with Aspen Property Management who oversee their community, and to make sure the residence comply.

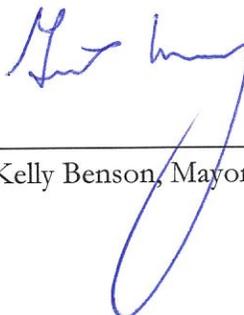
-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Vice-Mayor Davis, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 7:27 p.m.

Respectfully submitted,

ATTEST:

Stephanie Racine-Dean, Town Clerk

 on Behalf
of

Kelly Benson, Mayor