

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

May 13, 2026

The Town Meeting was called to order by Mayor Kelly Benson at 7:01 P.M. Present were Vice-Mayor Kimberly Davis, Commissioners Catherine Bernard-Dutton, 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. Absent from tonight's meeting, Commissioner Hilary Crothers-Moore.

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

SUMMARY OF CLOSED SESSION HELD ON APRIL 22, 2026 AFTER THE REGULAR SCHEDULED TOWN BOARD MEETING Closed Session Meeting is pursuant to the Annotated Code of Maryland, General Provisions, Article, § 3305(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."

**-APPROVAL OF MINUTES-**

Mayor Benson tabled the approval of the minutes of the April 22, 2026 Executive Session as presented. These minutes will be presented and approved on Wednesday, May 27, 2026.

A motion to approve the minutes of the April 22, 2026 regular meeting, as presented, was made by Commissioner Bernard-Dutton, seconded by Vice-Mayor Davis and approved by all.

**-PROCLAMATION-**

Proclamation – National Police Week

Mayor Benson presented a Proclamation to Chief Yates, for National Police Week, May 10, 2026 thru May 16, 2026.

National Safe Boating Week

Mayor Benson presented a Proclamation to the US Coast Guard Auxiliary, for National Safe Boating Week, May 16, 2026 thru May 22, 2026.

Town Board Approved Minutes June 10, 2026

**-GUESTS-**

None

**-PUBLIC COMMENT-**

None

**-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

None

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

None

**-REPORTS-**

Mayor Benson

Mayor Benson reported the last several weeks he has been consumed with Human Resources (HR) and 2026-2027 Fiscal Year Budget.

Mayor Benson reported he attended the following meetings since the April 22, 2026 Town Board Meeting:

- 4.29.2026 – Visited 4<sup>th</sup> graders and toured, at the Bay View Elementary School along with the Assistant Town Administrator. Mayor Benson stated, it was a great time and experience, the students asked a lot of great questions
- 5.2.2026 – Attended the Ribbon Cutting for the St. Mary Anne's Garden Market
- 5.4.2026 - Met with the Town Administrator over various projects
- 5.6.2026 – Met with the Director of Planning and Zoning along with the Town Administrator, over amendments to implement the zoning code
- 5.6.2026 – Met with the Assistant Town Administrator along with the Grant Writer regarding the next steps regarding the Façade Grant Funding, (Commercial Grant) that comes from the State of Maryland for projects on South Main Street
- 5.6.2026 – Informative meeting regarding the Utility Permitting and how to approach these projects. Met with a developer regarding property, south of Town
- 5.11.2026 – Met with Town Administrator regarding Human Resources (HR) and budgeting
- 5.13.2026 - Earlier today, met with our pay scale study contractor, they are working with the town to get a deliverable product, and then played with numbers/figures the rest of the day

Vice-Mayor Davis asked if there are any updates regarding the Maintenance Supervisor position. The Town Administrator stated she has received one application, and all prior applications received earlier are still in the pool.

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the April 22, 2026 Town Board Meeting:

- 4.23.2026 - Spent time with her person from Friendly Visitor, which is though the Cecil County Community Services. She is a resident from the Town of North East. Afterwards, she Taught (ESL), English Second Language Program
- 4.27.2026 along with 5.13.2026 and 5.14.2026 – Worked with a resident to pack her house so she can move with her children
- 4.30.2026 - Taught her last class for the school year, (ESL), English Second Language Program. There was a celebration afterwards, the students were so appreciative and thankful, they made meals for the volunteers
- 5.1.2026 - Participated as a judge for the North East Elementary School 2<sup>nd</sup> Annual Talent Show along with Commissioners Hilary Crothers-Moore and Catherine Bernard-Dutton, Chief Yates and the MC (Assistant Town Administrator), Grant Handley, who did a fabulous job
- 5.2.2026 – Attended the North East Fire Company's Banquet along with Commissioner Bernard-Dutton. It was a very nice time and what a great job they did giving out awards and recognizing all our volunteers that service our area
- 5.3.2026 - Attended the Elkton Town Band Concert who partnership with the Elkton High School Band
- 5.7.2026 – Spent more time with her person from Friendly Visitor
- 5.8.2026 – Attended 2<sup>nd</sup> Fridays, which was very well attended. She dressed up in a customer for the Renaissance & Medieval and participated in a skit
- 5.9.2026 – Attended her son's Graduation from LaSalle University, Philadelphia Pennsylvania

Commissioner Bernard-Dutton

Commissioner Bernard-Dutton reported she attended the following meetings since the April 22, 2026 Town Board Meeting:

- 5.1.2026 - Participated as a judge for the North East Elementary School 2<sup>nd</sup> Annual Talent Show along with Vice-Mayor Davis, Commissioner Hilary Crothers-Moore, Chief Yates and the MC (Assistant Town Administrator), Grant Handley. What a wonderful event, she got to handout the gift cards
- 5.2.2026 – Attended the North East Fire Company's Banquet along with Vice-Mayor Davis.
- 5.10.2026 – Had a great Mother's Day, her children took her bowling

Commissioner DeMatt

Commissioner DeMatt reported he attended the following meetings since the April 22, 2026 Town Board Meeting:

- 4.24.2026, - Participated in, “Live for Thomas Golf Tournament”, Furnace Bay in Perryville, Maryland. What a great cause
- 5.8.2026 - Attended 2<sup>nd</sup> Fridays, which he helps with getting vendors in their spots and ended the night at Snatchers Creekside
- 5.10.2026 – He celebrated his birthday along with celebrating his Mother on Mother’s Day, brunch at Steak & Main, North East

Town Administrator

Ms. Cook-MacKenzie stated she is not going to repeat the meetings that were previously reported by the Mayor, but will give a copy to the Town Clerk to add to the minutes from tonight’s meeting.

Ms. Cook-MacKenzie entered into the record her reports since the April 22, 2026, Town Board meeting:

- 4.27.2026 – Meeting with the Director of Finance regarding teg FY27 Budget
- 4.28.2026 - Meeting with the Director of Planning regarding Use Variances and Adaptive Reuse Development concepts
- 4.29.2026 - Site meeting at Rolling Mill WTP with Entech representative and Coyne Chemical representative regarding manganese
- 5.1.2026 - Attended the Ribbon Cutting of the 27<sup>th</sup> Annual St. Mary Anne’s Garden Market
- 5.1.2026 - Meeting with the Director of Finance regarding the FY27 Budget
- 5.4.2026 – Meeting with Jennifer Goldbach regarding 2ns Fridays Event Series (May - October)
- 5.5.2026 - Attended the Planning Commission meeting
- 5.6.2026 - Meeting with Mayor Benson and the Director of Planning regarding various zoning amendments
- 5.6.2026 -Virtual meeting with staff and State Highway personnel to discuss the State water utility permit process
- 5.6.2026 - Meeting with Mayor Benson and Donnie Horton regarding water availability to property on Shady Beach Road
- 5.6.2026 - Meeting with the Director of Planning regarding the annexation petition and package for the south west corner of Lums Road where a WAWA is proposed
- 5.7.2026 - Meeting with the Director of Finance and Weiner Benefits Group personnel (Town’s Broker) to discuss retirement plans
- 5.11.2026 - Meeting with Mayor Benson to discuss the FY27 Budget and various HR matters
- 5.12.2026 - Virtual meeting with Town Administrator of Port Deposit, Vicky Rinkerman, and the Director of Planning regarding a proposed MOU for Code Compliance personnel

- 5.13.2026, - Virtual meeting with Mayor Benson and the consulting firm, Paypoint HR, regarding compensation and benefits study
- 5.13.2026 - Meeting with Mayor Benson and staff regarding FY27 Budget

Assistant Town Administrator

Mr. Handley entered into the record his reports since the April 22, 2026, Town Board meeting:

- Intern Payton Hardy starts on Monday, May 18th. I am very excited to have her come aboard and have been working on creating her schedule
- Bidding HVAC services to obtain more affordable costs for the Town
- Completed the April newsletter
- Visited Bay View Elementary with Mayor Benson on April 29th to discuss basic civics and the role of the Mayor
- Emceed the NEES Talent Show on May 1st. It was a lot of fun
- Switched fire extinguisher providers to local company NE Fire Protection on Main Street. They recently completed this year's inspections, and the process went very well
- Met with SHA regarding utility permit logistics
- The 2026 Façade Grant application is now open for business owners to apply for Town funding to improve front-facing properties
- Continued participation in budget meetings and related learning opportunities
- The Community Garden held a successful seed and plant swap event on May 5th with over 15 participants, which was encouraging to see
- The new signs that are being placed on South Main Street are in, the company is waiting for the mounting brackets from one of the suppliers, we are trying to get a firm date
- Legacy Bricks are complete, waiting for the shipping details, they will be in prior of July 3<sup>rd</sup>

Mr. Handley reported, personnel news, his fiancé graduated from a Pennsylvania School, he was in Pittsburgh this past weekend for the graduation ceremony.

**-UNFINISHED BUSINESS-**

None

**-NEW BUSINESS-**

Mrs. Melissa Cook-MacKenzie presented two Water Service Agreement Extensions:

- Water Service Agreement Extension: David Ayers, Razor Strap Road, 2 Equivalent Residential Units (ERU)
- Water Service Agreement Extension: SYE, LLC., North East Retail Shopping Center, 24 Equivalent Residential Units (ERU)

A motion to approve to approve two Water Service Agreements to David Ayers, Razor Strap Road, North East for 2 ERU and SYE, LLC., North East Retail Shopping Center, 24 ERU was made by Commissioner DeMatt, seconded by Commissioner Bernard-Dutton and approved by all.

Water Allocation Request: North East Developers, LLC., Chesapeake Club – 498 Equivalent Residential Units (ERU)

Mayor Benson requested for the Water Allocation Request, North East Developers, LLC., Chesapeake Club to be tabled until the next scheduled Board meeting, Wednesday, May 27, 2026.

Petition for Annexation-Introduction: P.L.L. Corporation; Tax Map 025E; Parcel 0181; 1.377 acres, S/S Lums Road, North East and Tax Map 025E, Parcel 0393; 1.36 acres, 10 Lums Road, North East

Mrs. Melissa Cook-MacKenzie presented to the Board a Petition for Annexation Introduction, P.L.L. Corporation along with Amendment #1, Tax Map 025E; Parcel 0181, 1.377 acres and Tax Map 025E, Parcel 0393, 1.36 acres totaling 2.737 acres.

After discussion, a motion was made by the Board to except and move forward with the Petition for the Annexation-Introduction: P.L.L Corporation, Lums Road, North East.

**-MISCELLANEOUS-**

Mayor Benson read into the record, a letter from St. Mary Annes Episcopal Church thanking the Town of North East for their continuous support for the 27<sup>th</sup> Annual Garden Market which took place, Saturday, May 2<sup>nd</sup>.

Mayor Benson reported there will be a brief meeting to discuss the introduction of the 2026-2027 Budget Ordinance, Wednesday, May 20<sup>th</sup> at 5:00 p.m.

Chief Yates thanked Mayor Benson and Commissioners for the Proclamation, National Police Week, May 10, 2026 thru May 16, 2026 and the support they have given over the years.

**-APPROPRIATIONS-**

None

**-BUSINESS FROM THE FLOOR-**

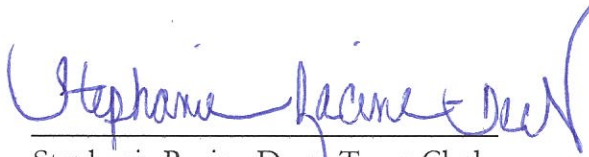
None

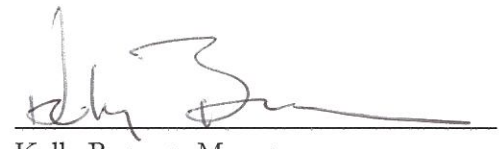
**-ADJOURNMENT-**

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 7:37 p.m.

Respectfully submitted,

ATTEST:

  
Stephanie Racine-Dean, Town Clerk

  
Kelly Benson, Mayor