MAYOR AND COMMISSIONERS

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

October 14, 2026

The Town Meeting was called to order by Mayor Kelly Benson at 7:00 P.M. Present were Commissioners Hilary Crothers, Catherine Bernard-Dutton and Neil DeMatt. Also present were, Town Administrator Melissa B. Cook-Mac Kenzie, Assistant Town Administrator Grant Handley and Town Clerk Stephanie Racine-Dean. Absent from tonight's meeting, Vice-Mayor Kimberly A Davis.

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

-ROLL CALL-

Town Clerk

PUBLIC HEARING:

The Public Hearing was called to order by Mayor Benson at 7:03 p.m.

Mrs. Cook-MacKenzie gave a brief overview, as required by Section 147(f) of the Internal Revenue Code of 1986. Mrs. Cook-MacKenzie has been in contact with the North East Fire Company's attorney and who is attending via ZOOM, Emilie R. Ninan, Partner, Barnes & Thornburg LLP, 222 Delaware Avenue Suite 1200, Wilmington, Delaware. The purpose of tonight's hearing is to hear comments, written or oral, as amended (the "Code"), concerning the proposed issuance by the North East Fire Company, Inc., of a bond or note in the maximum aggregate principal amount not to exceed $4,000,000 (the "Bond"), the proceeds of which will be used by the Fire Company to (i.) finance the design and construction of a new fully functional 9,375 square foot fire and EMS substation facility at 2495 Theodore Road, North East, MD (at the Southwest Corner of Theodore Road and Route 274) to enhance emergency response coverage and operational efficiency within the Fire Company's service area in order to support continued growth in call volume, improve response times, and ensure reliable service delivery to the community; and (ii) pay the costs of issuance of the Bond (collectively, the "Project").

Mrs. Cook-MacKenzie advised the Board, there was a legal notice applied to the town's website regarding Resolution 2026-10-01: Approving the Issuance of a Certain Bond or Note by the North East Fire Company on Wednesday, October 7th. This gave the opportunity for the public to reach out to Mrs. Cook-MacKenzie via email by yesterday, Tuesday, October 13th. For the record, there has been no emails in favor or against this topic.

There were no comments from the public nor the Board; Mayor Benson asked for a motion from the Board to close the Public Hearing, was made by Commissioner DeMatt, seconded by Commissioner Bernard-Dutton and approved by all.

-AGENDA-

A motion to approve the October 14, 2026 agenda as presented, was made by Commissioner Crothers, seconded by Commissioner Bernard-Dutton and approved by all.

-APPROVAL OF MINUTES-

Mayor Benson postponed the approval of minutes for the August 26, 2026, September 9, 2026 and September 23, 2026, as presented due to lack of quorum. These minutes will be presented and approved on Wednesday, October 28, 2026.

-OATH OF OFFICE-

Mayor Benson administered the Oath of Office to Sarah "SJ" Anderson, who was re-appointed to the North East Board of Appeals at the September 23, 2026 Board meeting. Her term expires, October 8, 2029.

-PUBLIC COMMENT-

None

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

Resolution 2026-10-01: Approving the Issuance of a Certain Bond or Note by the North East Fire Company

A motion to approve Resolution 2026-10-01: Approving the Issuance of a Certain Bond or Note by the North East Fire Company was made by Commissioner Crothers, seconded by Commissioner Crothers and approved by all.

-REPORTS-

Mayor Benson

Mayor Benson reported he attended the following meetings since the September 23, 2026 Town Board Meeting:

- 9.28.2026 - Met with the Town Administrator regarding administration adjustments to the town's zoning code
- 9.30 & 10.1.2026 – Attended the Maryland Outdoor Conference
- 10.5.2026 – Attended a meeting with the developer of Chesapeake Club regarding their development
- 10.6 & 10.7.2026 – Attended Maryland Main Street Conference, Hagerstown, Maryland
- 10.7.2026 – Gave a presentation to the Cecil County Economic Development regarding updates for the Town of North East and the motivation we have for new business's to be welcomed in our town
- 10.8.2026 – Met with the town's attorney regarding the Chesapeake Club along with other various meeting

Commissioner Bernard-Dutton

None

Commissioner Crothers

Commissioner Crothers reported she attended the following meetings since the September 23, 2026 Town Board Meeting:

- Attended the Planning Commission meeting, Tuesday, October 6, 2026
- Attended 2nd Friday in the month of September and October 2026

Commissioner DeMatt

Commissioner DeMatt reported he attended the following meetings since the September 23, 2026 Town Board Meeting:

- Attended 2nd Friday, October 9th, there were a lot in attendance due to the musicians of "Bleech"
- Attended the Cecil County Board of Realtor's Convention, Tuesday, October 13th. County Executive, Adam Strieght gave a presentation regarding plans for housing in Cecil County

Town Administrator

Mrs. Cook-MacKenzie reported she attended the following meetings since the September 23, 2026 Town Board Meeting:

- Working with the Director of Finance along with the auditors
- Working with the Director of Planning regarding the Comprehensive Plan

- Attended the Planning Commission meeting, Tuesday, October 6th, there will be a Public Hearing at the Mayor and Commissioners meeting, Wednesday, November 25th
- Processing the applications for the various positions the town has
- Attended the pre-construction meeting, with the Core of Engineers, dredging project that is underway, with the completion date, the first week of February 2027
- Attended the Board of Supervisors of Elections meeting, Friday, October 2nd. Mrs. Cook-McKenzie will be retiring from the Clerk of the Election Board, and passing this position along to the Town Clerk of the Town of North East
- Met with the Director of Planning, Cecil County along with our Director of Planning regarding several areas for annexation
- Attended a meeting with the Director of Tourism regarding, "Winter Lights/Cecil Nights"

Assistant Town Administrator

Mr. Handley entered into the record his reports since the September 23, 2026, Town Board meeting:

- Park Bathrooms and Town Hall Public Restrooms: Automated locks are scheduled for installation; awaiting delivery of materials
- Lock-Up: The facility will be used by a local book club
- Cecil Cares Day – October 2nd: VFW plantings were trimmed and mulched, and 100 cards were created for veterans in recognition of Veterans Day. Thank you to Vice Mayor Davis and all our volunteers for their participation
- Snow Removal Bids: Bids have been received. Melissa and I will present the on-call rates at the next meeting
- Assisted the Mayor with his presentation to the Cecil County Economic Development Commission on October 7th
- MDOT Consolidated Transportation Program (CTP): Attended MDOT's annual CTP meeting and advocated for the Town's transportation priorities and projects
- MS4 Outfall Inspections: Participated in an MS4 outfall meeting on October 8th
- Upcoming Conference: Next week, I will attend the Maryland Association of Planning's conference to present on behalf of WILMAPCO

Mayor Benson advised the Board; the administration office has been working diligently on several hard projects. These items took a lot of coordination to getting these items on que along with several late evenings. Mayor Benson thanked the staff for all their hard work.

Mayor Benson advised the audience at tonight's meeting, the town has several positions here at the town, please spread the word. Town Administrator advised the position that has been opened the longest, Maintenance Supervisor. Other positions, Water Treatment Plant, Human Resources and a Code Enforcer who we are partnering with the Town of Port Deposit.

-UNFINISHED BUSINESS-

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

Mayor Benson is postponing, Water Allocation Request, to North East Developers, LLC. This item will be discussed at the next Town Board meeting, Wednesday, October 28, 2026.

A motion to postpone Water Allocation Request, North East Developers, LLC, Chesapeake Club was made by Commissioner Crothers, seconded by Commissioner DeMatt and approved by all.

-NEW BUSINESS-

Town Administrator: Personnel – Promotion of Patrolman First Class (PFC) Matthew Malina to Master Patrolman

Mrs. Cook-MacKenzie presented to the Board, a Promotion to Patrolman First Class (PFC) Matthew Malina to Master Patrolman for the North East Police Department.

A motion to approve the promotion of Patrolman First Class (PFC) Matthew Malina to Master Patrolman was made by Commissioner DeMatt, seconded by Commissioner Bernard-Dutton rand approved by all.

Mrs. Cook-MacKenzie reported Police Cadet, Erin Officer Mahaffey completed her 8 weeks of field training along with passing the Police Academy.

-MISCELLANEOUS-

None

-APPROPRIATIONS-

Requisition R7-00703 Republic Services $48,870.91: Invoice September 2026

A motion to approve Requisition R7-00703 to Republic Services for Residential Services in the amount of $48,870.91 was made by Commissioner DeMatt, seconded by Commissioner Crothers and approved by all.

-BUSINESS FROM THE FLOOR-

William Streaker, President of the North East Fire Company asked the Town Administrator the cost of the water hook up for the new North East Fire Company Theodore Road/Route 274, North East. She stated she is waiting to hear from the town's engineer, Chris Mink.

-ADJOURNMENT-

Town Board Approved Minutes November 4, 2026

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

Respectfully submitted,

Stephanie Racine-Dean, Town Clerk

ATTEST:

Kelly Benson, Mayor