MAYOR AND COMMISSIONERS

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

September 9, 2026

The Town Meeting was called to order by Vice-Mayor Kimberly A. Davis at 7:00 P.M. Present were Commissioners Hilary Crothers and Catherine Bernard-Dutton. 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, Mayor Kelly Benson and Commissioner Neil DeMatt.

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

-ROLL CALL-

-APPROVAL OF AGENDA-

A motion to approve the September 9, 2026 agenda as presented, was made by Commissioner Crothers, seconded by Commissioner Bernard-Dutton and approved by all.

-APPROVAL OF MINUTES-

Vice-Mayor Davis postponed the approval of minutes for the August 26, 2026, as presented due to lack of quorum. These minutes will be presented and approved on Wednesday, September 23, 2026.

-GUESTS-

None

-RE-APPOINTMENTS-

A motion to re-appoint Michael Kline, 209 Thomas Avenue, North East, to the North East Board of Supervisor of Elections, for a one-year term, expiring on October 1, 2027 with the recommendation from the Town Administrator was made by Commissioner Crothers. The motion was seconded by Commissioner Bernard-Dutton and approved by all.

A motion to re-appoint Ruth Gonce, 408 Merrey Street, North East, to the North East Board of Supervisor of Elections, for a one-year term, expiring on October 1, 2027 with the

recommendation from the Town Administrator was made by Commissioner Crothers. The motion was seconded by Commissioner Bernard-Dutton and approved by all.

A motion to appoint William Weisel, 137 North East Isles Drive, North East, to the North East Board of Supervisor of Elections, for a one-year term, expiring on October 1, 2027 with the recommendation from the Town Administrator was made was made by Commissioner Crothers. The motion was seconded by Commissioner Bernard-Dutton and approved by all.

-PUBLIC COMMENT-

None

-PUBLIC HEARING-

The Public Hearing was called to order by Vice-Mayor Davis at 7:03 p.m. Vice-Mayor Davis welcomed the public and gave a brief statement. The Town Administrator, Melissa Cook-MacKenzie gave an opening summary regarding Ordinance 2026-08-02, Amending the Town of North East Zoning Ordinance: Article 7, Signs.

There were no comments from the public nor the Board; Vice-Mayor Davis closed the Public Hearing at 7:05 p.m.

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

Ordinance 2026-08-02 – To Amend North East Zoning Ordinance – Article 7. Signs

A motion to approve Ordinance 2026-08-02 was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers and approved by all.

Ordinance 2026-08-01: Code of Ordinances – Amending, Enacting, Renumbering and Repealing

A motion to postpone Ordinance 2026-08-01 was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers and approved by all.

Per the Town Administrator, she advised the Board, Mayor Benson did have a few proposed changes, she will send the updated version out separately, via email. These items will be incorporated for a final signature.

-REPORTS-

Vice-Mayor Davis

Vice-Mayor Davis reported she attended the following meetings since the August 26, 2026 Town Board Meeting:

- 8.27.26 & 9.3.2026 - Volunteer through the Department of Community Services, Friendly Visitor Program. Spent time with her person
- 8.31.2026 – Attended Planning Commission Workshop
- 9.3.2026 – Attended English Second Language Program (ESL) registration and placement testing for students
- 9.4.2026 – Met with Assistant Town Administrator to continue planning for Cecil Cares Day, which will be held Friday, October 2, 2026

Commissioner Bernard-Dutton
None

Commissioner Crothers
Commissioner Crothers reported she attended the following meetings since the August 26, 2026 Town Board Meeting:

- Attended the Comprehensive Plan Workshop with the Planning Commission along with the Town Board on Monday, August 31, 2026
- Attended the Planning Commission meeting, Tuesday, September 8, 2026

Town Administrator
Mrs. Cook-MacKenzie reported she attended the following meetings since the August 26, 2026 Town Board Meeting:

- Various meetings with Mayor Benson and town staff regarding planning activity. These items will be introduced to the Board in the future
- Working with the Director of Finance
- Attended the Comprehensive Plan Workshop
- Attended a meeting with Cecil County regarding the Comprehensive Plan
- Met with Fran Abrams regarding the North East Middle School, East Cecil Avenue
- Finishing up items with the Town of Port Deposit regarding the hiring of a Code Compliance Official. Additional positions that are open Human Resource along with a Maintenance Supervisor
- Chief Yates is working through the process to replace Officer Anthony Williams. There is a candidate that works for Cecil County that would like to become a police officer
- Working with the Mayor Benson and the Assistant Town Administrator regarding the Cecil County Christmas Parade.
- She met with the town's attorney, David Beste Esquire, regarding the parade and the property the town would like to inquire, the unknown (unclaimed) property
- Giving the Director of Planning her support regarding site plans

Assistant Town Administrator

Mr. Handley entered into the record his reports since the August 26, 2026, Town Board meeting:

- Amy was able to secure $200,000 through the MDOT Bikeways Grant Program for the design of bike pathways
- A sidewalk was added to improve connectivity between Jethro Street, Water Street, the Cecil Transit bus stop, and the bridge
- Continued planning for Cecil Cares Day in coordination with Commissioner Kim Davis
- A significant amount of time has been devoted to matters related to the Comprehensive Plan
- Last night, I rode along with NEPD Officers Platt, Lee, Fakner, and Mahafey from 7:00 p.m. to midnight to gain a better understanding of their nightly operations and the challenges they face in their work. It was a lot of fun and very interesting, and the experience further reinforced my gratitude and appreciation for our first responders
- Added no parking from here to corner signs to deal with an issue on Beech Street

-UNFINISHED BUSINESS-

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

Vice-Mayor Davis is postponing, Water Allocation Request, to North East Developers, LLC. This item will be discussed at the next Town Board meeting, Wednesday, September 23, 2026.

-NEW BUSINESS-

None

-MISCELLANEOUS-

Town Administrator, Melissa Cook-MacKenzie read into the record a letter from Fran Abrams, 20 West Cherry Street, North East. Ms. Abrams's grandfather, Samuel R. Crothers was a custodian at the old North East High School on East Cecil Avenue for many years. He was part of a crew that was assigned to install the wood floor for the gym. Ms. Abrams is requesting a 3' x 3' section of the gym floor that her grandfather installed, if the school is demolished. Her letter for this request was also sent to the Cecil County Board of Education. Mrs. Cook-MacKenzie also stated, herself along with Commissioner Crothers is also related to Samuel R. Crothers.

Vice-Mayor Davis wanted to remind the Board, on Friday, September 11th, (911), there will be a Memorial Service at the Santa House and there will be designated times of the four plane crashes. Participating is the North East Methodist Church; St. Mary Anne's Episcopal Church will have their bells ring as well as the North East Fire Department will sound off their sirens.

That evening during 2nd Friday's there will be a procession on South Main Street starting at 4:50 p.m. In attendance, North East Police Department, Honor Guard, North East Fire Department and a Bagpiper. Also in attendance, a fire engine, ambulance and a police car, they will meet, "On the Green" for a Memorial Service along with guest speakers.

Vice-Mayor Davis and the Assistant Town Administrator have been meeting to plan the Cecil Cares Day activity here at the Town of North East. The date of the event is Friday, October 2nd and Saturday, October 3rd, 2026. The theme this year for the Town of North East, Support Our Veterans. One crew will be a grounds crew in front of the VFW Post 6027, Turkey Point Road and the other crew will be at Town Hall making cards for the Veterans which will be presented to them on Veterans Day, November 11, 2026. If you would like to volunteer, go to Cecil Cares Day and register.

Chief Yates and Vice-Mayor Davis gave the Board information regarding community events that will be going on, Saturday, September 12, 2026:

- Pick Up for Prevention, Community Beach clean-up at North Bay, 11 Horseshoe Point Lane, North East at 10:00 a.m.
- Paws in the Park, North East Community Park, Walnut Street
- Crab Crawl, Town of North East this event supports the North East Library Branch
- Thursday, September 10th there will be a display, Remembering 911 at the North East Library, Mauldin Avenue

-APPROPRIATIONS-

Requisition R7-00418 Republic Services $48,870.91: Invoice August 2026

A motion to approve Requisition R7-00418 to Republic Services for Residential Services in the amount of $48,870.91 was made by Commissioner Crothers, 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 and approved by all. The meeting adjourned at 7:24 p.m.

Respectfully submitted,

Stephanie Racine-Dean, Town Clerk

ATTEST:

Kimberly A. Davis, Vice-Mayor