

MAYOR AND COMMISSIONERS

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

April 24, 2024

The Town Meeting was called to order by Mayor Kelly A. Benson at 7:00 P.M. Present were Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore, and Kim Davis. Also present were Maintenance Supervisor, Richard Gregg, Water Superintendent Ron Carter, Director of Finance, Vonnie Stemen, Director of Planning and Zoning Betsy Vennell, Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator, Grant Handley and Town Clerk Stephanie Racine-Dean. Absent from tonight's meeting, Police Chief Stephen Yates.

A moment of silence was observed.

-OATH OF OFFICE-

Charlene M. Notarcola, Clerk of Circuit Court for Cecil County administered the Oath of Office to Mayor Kelly A. Benson on April 24, 2024. The signed ledger from the Clerk was placed with the signed minutes from tonight's meeting. His term expires March 2025.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the April 10, 2024 meeting, as presented, was made by Commissioner Bernard-Dutton, seconded by Commissioner Davis and approved by all.

-APPOINTMENTS-

A motion to appoint Morgan Miller, Cecil County Library Director to the North East Economic Development Commission for a two year term, expiring on April 24, 2026 was made by Commissioner Davis. The motion was seconded by Commissioner Bernard-Dutton and approved by all.

-PUBLIC COMMENT-

None

-GUESTS-

None

Town Board Approved Minutes May 8, 2024

-PUBLIC HEARING-

The Public Hearing for North East Zoning Ordinance Amendments was called to order by Mayor Benson at 7:09 p.m. Mayor Benson welcomed the public, the purpose of the hearing was to hear public comment about the proposed.

- Ordinance 2024-04-01 – Article 3. Definitions. Adding definitions for Cannabis Grower, Cannabis Processor, Cannabis Independent Testing Laboratory, Dispensary, and Cannabis On-Site Consumption Establishment
- Ordinance 2024-04-02 – Article 3. Definitions. To add a definition for a Cigar Shop as a commercial establishment which exclusively sells cigars, cigar accessories and cigar equipment, and to provide for on-premises cigar testing and cigar lounge

Mayor Benson closed the public hearing at 7:14 p.m.

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

None

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

Ordinance 2024-04-01

A motion to approve Ordinance 2024-04-01 as presented, was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.

Ordinance 2024-04-02

A motion to approve Ordinance 2024-04-02 as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Davis and approved by all.

-REPORTS-

Mayor Benson

Mayor Benson reported he attended the following meetings since the April 10, 2024 Town Board Meeting:

- April 18th met with the Assistant Town Administrator over various aspects on the future of the Town and how they can work best together
- April 18th had a meeting at the VFW, Post 6027 regarding the Salute to Cecil County Veterans. This event will take place at the North East Community Park, Wednesday, July 3rd
- Two miscellaneous meetings regarding the town water system
- April 24th attended a Water Rate Study meeting with the Consultant

Commissioner Bernard-Dutton

Commissioner Bernard-Dutton attended the Maryland Municipal League Cecil-Harford Chapter meeting hosted by the Town of Elkton on Thursday, April 18th.

Commissioner Crothers-Moore

Commissioner Crothers-Moore attended the Maryland Municipal League Cecil-Harford Chapter meeting hosted by the Town of Elkton on Thursday, April 18th.

Commissioner Davis

None

Town Administrator

Mrs. Cook-MacKenzie reported he attended the following meetings since the April 10, 2024 Town Board Meeting:

- Department Head weekly meetings
- Attended the Maryland Municipal League Cecil-Harford Chapter meeting hosted by the Town of Elkton on Thursday, April 18th
- Continue on working on future water projects
- Design work on the municipal parking lot and water plant projects
- Environmental Assessment Phase One for the North East Preserve Project has begun with the help from the Assistant Town Administrator. The town was able to secure funding through a bond from the State of Maryland
- Other projects that are moving forward, North East Community Park Restroom renovations and the exercise equipment around the walking path

Assistant Town Administrator

Mr. Grant Handley reported he attended the following meetings since the April 10, 2024 Town Board Meeting:

- Congratulated Mayor Benson
- Welcomed his guest, Ben Reichard, a close friend, proud Garret County resident, and current Harvard Law Student
- On April 12th, met with various parties responsible for the Salute to Cecil County Veterans event to discuss the logistics of dedicating the veteran's brick memorial we are installing. (Completion in May). Parties included North East VFW Post 6027, Veterans Outreach Ministries, and Cecil County Salute to Cecil County Veterans
- Held two preconstruction meetings for the North East Community Park Bathroom renovation as well as the Municipal Parking Lot repavement project which are appropriation items for tonight's agenda
- The Lums Road broken pipe/culvert project is still in the design phases. Trying to determine if the town can yield any MS4 credits from this restoration
- Held various interviews along with the Town Administrator for our Grant Writer position
- A lot of my time last week was dedicated to setting up our new phone system, special thanks to Mike Devine and our ONSIPP specialist for helping work out the kinks

- Melissa, Rich, and Grant hosted Underwood and Associates for a site visit of the NE Community Park to generate additional ideas for MS4 Accreditation. This firm is also looking into MS4 opportunities for the N.E Nature Preserve
- The Town was awarded a \$90,000 grant from the Maryland State Legislature for the environmental assessment of the North East Preserve, and we are working with the state on obtaining that funding, hopefully awarded in early June
- Attended the North East Chamber of Commerce Card Mixer
- Attended the Maryland Municipal League Cecil-Harford Chapter meeting hosted by the Town of Elkton on Thursday, April 18th

Director of Finance

Mrs. Stemen entered in the record the list of payments issued since the last Board Meeting. In addition Mrs. Stemen reported the following:

- Statement of Revenue and Expenditures ending 3.1.24 to 3.31.24
- General Fund Balance Sheet as of 3.31.24

Mrs. Stemen reported the revenue and expenditures are staying within budget and going as planned for the fiscal year budget 2025 and the process with the auditors has begun.

Director of Planning and Zoning

Mrs. Vennell entered into the record the March 2024 Planning and Zoning Monthly report. In addition, Mrs. Vennell reported the following:

- 4 Occupancy Permit Issued
- 5 Deck Permits
- 1 Sign Permits
- 8 New Home Construction – Ridgely Forest
- 7 Friendly Reminders - Code of Ordinance Violations
- Major Facility Fees - \$20,200.00
- Connection Fees - \$28,000.00

Maintenance Supervisor

Mr. Gregg entered into the record the March 2024 Monthly Report for the Town of North East Maintenance Department. In addition, Mr. Gregg reported the following:

- New trash truck should be delivered soon
- The sign project is almost completed, they crew has South Main Street and Mauldin Avenue to complete

Water Plant Superintendent

Mr. Carter entered into the record the March 2024 Monthly Report for the North East Rolling Mill and Leslie Water Plants. In addition Mr. Carter reported the following.

Mr. Carter reported to the Board, there was a violation on the Total Trihalomethanes (TTHMs) and Rejuvenating Hydrator (HA5's) from the Maryland Department of Environment (MDE), for July 10, 2023, which is a year rolling average. Mr. Carter advised the

Board, the new mixer has been installed at the I-95 Water Tower and this will help with the issue and hopefully a thing of the past.

-UNFINISHED BUSINESS-

Status of North East Fire Company – ARPA Funds

Mrs. Cook-MacKenzie gave an update to the Board, regarding the application for the Federal Fiscal Recovery for Non-Profit Organizations from the North East Fire Company Inc.

After discussion, further information needs to be collected from the North East Fire Company, prior of moving forward with this agenda item.

Deed of Conveyance – Chesapeake Club H-2 and H-3 Water Improvements

A motion to approve Deed of Conveyance, Chesapeake Club H-2 and H-3 Water Improvements was made by Commissioner Bernard-Dutton, seconded by Commissioner Davis and approved by all.

NEW BUSINESS-

None

-MISCELLANEOUS-

None

-APPROPRIATIONS-

Requisition R4-02074 – Allied Control Services, INC. – Swan Analyzer Installation

A motion to approve Requisition R4-02074 to Allied Control Services, INC. for Swan Analyzer Installation in the amount of \$24,515.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

Requisition R4-02075 – RCM Paving – Municipal Parking Lot Repaving

A motion to approve Requisition R4-02075 to RCM Paving for Municipal Parking Lot Repaving in the amount of \$65,350.00 was made by Commissioner Davis, seconded by Commissioner Bernard-Dutton and approved by all.

Requisition R4-02082 – Susquehanna Contractors – North East Park Restroom Remodel

A motion to approve Requisition R4-02082 to Susquehanna Contractors for North East Park Restrooms Remodel in the amount of \$59,401.00 was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.

Requisition R4-02087 – Swan Analyzer – 12 Turbidity Meters

A motion to approve Requisition R4-02087 Swan Analyzer for 12 Turbidity Meters in the amount of \$64,290.00 was made by Commissioner Bernard-Dutton, seconded by Commissioner Crothers-Moore and approved by all.

Requisition R4-02088 – Swan Analyzer – 5 Analyzers

A motion to approve Requisition R4-02087 Swan Analyzer for 5 Analyzers in the amount of \$33,350.00 was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.

-BUSINESS FROM THE FLOOR-

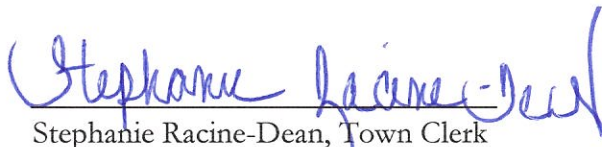
None

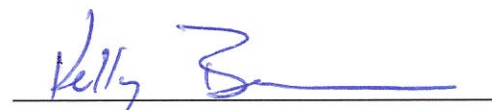
-ADJOURNMENT-

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 7:59 p.m.

Respectfully submitted,

ATTEST:


Stephanie Racine-Dean, Town Clerk


Kelly A. Benson, Mayor