

MAYOR AND COMMISSIONERS

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

May 8, 2024

The Town Meeting was called to order by Mayor Kelly Benson at 7:00 P.M. Present were Commissioners Catherine Bernard-Dutton, Hilary Crothers-Moore, and Kimberly Davis. Also present were Police Chief Stephen Yates, Town Administrator Melissa Cook-MacKenzie, Assistant Town Administrator Grant Handley and Planning and Zoning Assistant, Lisa Rhoades. Absent from the tonight meeting, Town Clerk. Stephanie Racine-Dean.

A moment of silence was observed.

-APPROVAL OF MINUTES-

A motion to approve the minutes of the April 24, 2024 meeting, as presented, was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve the minutes of the April 24, 2024 Budget Workshop Fiscal Year 2025 meeting, as presented, was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all.

-APPOINTMENTS & OATH OF OFFICE-

None.

-PUBLIC HEARING-

Mayor Benson opened the Public Hearing at 7:01p.m for the Fiscal Year 2025 General Fund, Enterprise (Water) Fund and Storm Water Fund Budgets.

Mrs. Stemen read Ordinance 2023-05-01 into the record.

There were no comments from the public nor the Board; therefore, Mayor Benson closed the Public Hearing at 7:14 p.m.

-APPOINTMENTS-

None.

-GUESTS-

None.

-PUBLIC COMMENT-

None.

-PROCLAMATIONS-

Proclamation – National Safe Boating Week

Mayor Benson presented a Proclamation to the US Coast Guard Auxiliary, for National Safe Boating Week May 18th thru May 24th, 2024.

Proclamation – National Police Week

Mayor Kline presented a Proclamation to Chief Yates, for National Police Week May 7, 2024 thru May 15, 2024.

-INTRODUCTION OF RESOLUTIONS AND ORDINANCES-

Ordinance 2024-05-01 Adopts the General Fund, Capital Projects Fund and the Enterprise Fund (Water Fund) and Establishes Water Rates, Connection Fees, Major Facilities Fees, Ready-To-Serve Fees, Bulk Fees, EDU'S, etc.

Mrs. Cook-MacKenzie introduced to the Board, Ordinance 2024-05-01, for the Purpose of Adopting the Fiscal Year 2025 Budget, Real and Public Utility/Railroad Operating Tax Rates for the Taxable Year Beginning July 1, 2024, and a Homestead Credit Percentage to be Applied for the purposes of the Homestead Tax Credit Under State Law; Stating Certain Projected Expenditure and Expenses Allocations; Specifying Circumstances Under which Approval of the Mayor and Commissioners is Required for Modifications to Revenues and Expenditures; Establishing Employee Salary Increases, and Generally Related to a Comprehensive Fiscal Plan for the Town of North East for the Period July 1, 2024 through June 30, 2025.

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None.

-REPORTS-

Mayor Benson

Mayor Benson reported he attended the following meetings since the April 24, 2024, Town Board Meeting:

- Town staff meetings.
- Meeting regarding a potential new business.

Commissioner Bernard-Dutton

None.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended St. Mary Anne's Flower Market

Commissioner Davis

Commissioner Davis reported she attended the quarterly luncheon for Town Staff.

Town Administrator

Mrs. Cook-MacKenzie entered into the record her reports since the April 24, 2024, Town Board meeting.

- Working with Chamber of Commerce on various procedures.
- Riverwoods Phase 2-received notification that they received notification of approval of the Tax Credit application, the Town will submit the CDBG application due in June.
- Virtual meeting with the State Highway Association regarding the recent Traffic Impact Study associated with new development just outside of Town limits.
- Public Information Act Request was received regarding the Chesapeake Club project.
- Attended quarterly luncheon for Town Staff.
- Regarding roof pre-bid meeting, Garland reported 4-5 companies are submitting bids.
- Notifications were sent to various agencies regarding changes in the Town Board.
- Meeting with a potential new business.
- An increase of the cost of application fees will be reviewed at the next Planning Commission Meeting.
- Assistant Town Administrator on various ongoing projects.
- New Grant Rider started May 8, 2024.
- Will be hiring for police officer, maintenance position and water plant position.
- Next week two interviews are scheduled for the officer position posted.
- There will be a demonstration of the Towns new trash compactor truck at the next Board meeting.

Assistant Town Administrator

Mr. Handley entered into the record his reports since the April 24, 2024, Town Board meeting:

- Park renovations have begun starting with the bathrooms- 4 temporary porta potty's. The contractor has donated a painted metal art piece of a crane that will be mounted on the outside of the building.
- New exercise equipment has been installed as well as other new sensory playground equipment. The new equipment was grant funded through Project Open Space. Therefore, the cost will be reimbursed for the project, approximately \$150,000.00.
- The Tome School students will be installing mulching the playground area.
- Memorial bricks have been laid, sealant will be applied, and two benches have been installed. A dedication ceremony will occur during the 2024 Salute to Veterans Celebration.
- Parking lot paving will begin on May 13th through May 15th.
- Pre-construction meeting for the Crouch Pavilion.
- Cecil leadership classes.

-UNFINISHED BUSINESS-

None.

-NEW BUSINESS-

Mayor

Town Administrator

Mrs. Cook-Mackenzie presented the following Public Works Agreements and Water Service Agreement for extension requests:

- Public Works Agreement 1 year Extension Request – 800 Red Toad Road, North East
- Public Works Agreement 1 year Extension Request – Bedrock Phase 3
- Public Works Agreement 1 year Extension Request – Ridgely Forest Club House & Pool
- Public Works Agreement 1 year Extension Request – Ridgely Forest Section 6
- Public Works Agreement 1 year Extension Request – Ridgely Forest Section 5B
- Public Works Agreement 1 year Extension Request – Ridgely Forest Section 3B, Phase 1 & 1A
- Public Works Agreement 1 year Extension Request – Ridgely Forest Section 5A Phase 2
- Public Works Agreement 2 year Extension Request – North East Commerce Center Lot 5
- Water Service Agreement 1 year Extension Request – Turkey Point Properties

A motion to approve the Public Works Agreements and Water Service Agreement extension requests, as listed, with the recommendation by the Planning Office, was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.

Mrs. Cook-Mackenzie stated that the Ike Foundation will be holding their annual fishing event at the North East Community Park again this year. The event will consist of a children's fishing tournament in the morning along with afternoon fish weigh-ins for the adult fisherman. Mrs. Cook-Mackenzie reported that Sandy Turner, Cecil County Tourism, inquired if the sponsor of the Ike Foundation Fishing Tournament would be able to have a beer truck at the end of the event, which would only be available to anglers as they return from fishing. Two tickets would be given to each angler of legal drinking age. The area around the beer truck and consumption area would be roped off and monitored by Chief Yates. The beer truck would not be open to the public.

A motion was made to allow the beer truck at the Ike Foundation Fishing Tournament event by Commissioner Crothers-Moore and seconded by Commissioner Davis. However, the motion died due to lack of approval.

A motion was made to allow the beer truck at the Ike Foundation Fishing Tournament event by Commissioner Crothers-Moore with the following conditions:

1. The owner of the beer truck has a license that is in good standing with Cecil county Liquor Board.
2. The age of anglers shall be verified, that they are of legal drinking age, prior to being given tickets for the beer truck.

Commissioner Davis seconded the motion and the motion was approved by all.

-APPROPRIATIONS-

Mrs. Stemen read into record.

R4-02220 Devine Computing – NEPD 15 Laptops & 1 PC using ARPA funding \$26,994

A motion to approve Requisition R4-02220 to Devine Computing – NEPD 15 Laptops & 1 PC for administration support in the amount of \$26,994.00 was made by Commissioner Bernard-Dutton, seconded by Commissioner Davis and approved by all.

R4-02234 M&T Bank, Trustee for CDA-Debt payment of 2014 bond for roads, sidewalks & signs

Mrs. Stemen reported that a total of \$2,018,939.90 was borrowed with a payment of \$119,580.16.

A motion to approve Requisition R4-02234 to M&T Bank, Trustee for CDA-Debt payment of 2014 bond for roads, sidewalks & signs was made by Commissioner Davis, seconded by Commissioner Bernard-Dutton and approved by all.

-MISCELLANEOUS-

None.

-BUSINESS FROM THE FLOOR-

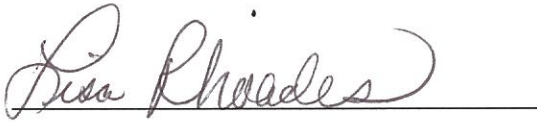
Russell Polo, 2 North Main Street, reported that he had seen car part in the road and the Town Maintenance picked it up before Mr. Polo had the opportunity to call the Town to report it.

-ADJOURNMENT-

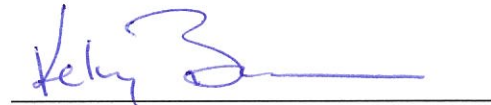
With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Bernard-Dutton and approved by all. The meeting adjourned at 8:04 p.m.

Respectfully submitted,

ATTEST:



Lisa Rhoades, Planning and Zoning Assistant



Kelly A. Benson, Mayor