

**MAYOR AND COMMISSIONERS**

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

June 12, 2024

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

A moment of silence was observed.

**-APPROVAL OF MINUTES-**

A motion to approve the minutes of the May 22, 2024 meeting, as presented, was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.

**APPOINTMENTS & OATH OF OFFICE-**

None

**-PUBLIC HEARING-**

None

**-APPOINTMENTS-**

None

**-GUESTS-**

None

**-PUBLIC COMMENT-**

None

Town Board Approved Minutes June 26, 2024

**INTRODUCTION OF RESOLUTIONS AND ORDINANCES-**

None

**-ADOPTION OF RESOLUTIONS AND ORDINANCES-**

None

**-REPORTS-**

Mayor Benson

Mayor Benson reported he attended the following meetings since the May 22, 2024, Town Board Meeting:

- June 5<sup>th</sup> met with Assistant Town Administrator and Director of Finance to discuss finance guidelines and the spending of ARPA funds
- June 5<sup>th</sup> met with Assistant Town Administrator and the Cecil County Parks and Recreation regarding bringing programs to the Town of North East
- June 12<sup>th</sup> met with Assistant Town Administrator regarding a Facade Improvement Grant for commercial properties and a Bikeways Grant which both are moving forward quit well

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the Planning Commission meeting on Tuesday, June 4, 2024.

Commissioner Davis

Commissioner Davis reported she attended a meeting with the Town Administrator on May 31<sup>st</sup> regarding ongoing/future projects in town along with events she can participate in.

Assistant Town Administrator

Mr. Handley entered into the record his reports since the May 22, 2024, Town Board meeting:

- Park Bathroom Renovations are to be completed, Friday, June 14<sup>th</sup>
- Legacy Memorial Brick Project is completed and ready for Flag Day Ceremony, Friday, June 14<sup>th</sup>
- Crouch Pavilion construction is underway
- In progress of Adding additional decorative street poles to South Main Street
- Working on a final proposal to turn the cubicle in the meeting room into a closet and the storage closet into an office
- Obtaining estimates for ARPA projects and working with Amy on grant applications
- South Main Street and Mauldin Avenue will be getting patched asphalt by the State Highway Administration
- Participated in various meetings regarding several water projects with the goal to have the powder activated carbon upgrades and the Leslie Raw Water Pond Sediment Removal under contract by December 1st

- Met with Mayor Benson along with Cecil County Parks and Recreation to discuss several programs to be held at the community park such as volleyball and increased community usage
- Attended the Ike Fishing Tournament and provided MS4 Educational Literature as required by our permit. I will also be tabling at the Cecil County Wade-In this Saturday
- Signed up for Cecil County Public Library Reading Buddy Program, where once a week for an hour, I will read with a young student to help develop literacy.

**-UNFINISHED BUSINESS-**

None

**-NEW BUSINESS-**

Assistant Town Administrator, Grant Handley gave a brief description of each item listed below per Mayor Benson's request:

Leslie Water Treatment Plant Tin Siding Repair

The front tin siding of the Leslie Water Treatment Plant is rusted and broken in several spots. Complete protection from the elements is critical to the daily operation of the treatment plant, so we need to address this issue as soon as possible. One complication is that the work must be conducted in the Chlorine Chemical room, necessitating extra precautions and an unconventional construction schedule to ensure repairs can be made while the plant remains operational.

Lums Road Project Repair Engineering

As the board is aware, the entire stormwater infrastructure at our owned section of Lums Road is critically failing. To fix this, repairs must first be designed and engineered. This is a necessary step to ultimately solving the problem. I remain in communication with County and State officials on the updates of this project.

Northwoods PRV Pit Removal

Currently, there is an outdated PRV pit in Northwoods, which was installed about 30 years ago. Today, Northwoods residents have their own individual PRV pits, making the current pit unnecessary and costly to maintain. Removing the outdated pit will also allow the water system to connect easily to Stony Run water users/residents, creating a full distribution loop and improving overall water quality. This project has always been a part of our capital budget campaign.

North East Police Department – Future Administration Building Lot Paving

This project is best viewed as "Phase 2" since various curbs on the property are dilapidated and will be repaired this week. Once the curb work is completed, the goal is to repave and paint both lots. This preparation is essential as we transition the former library into the new police administrative building, which will increase vehicle and foot traffic. Similar to the municipal parking lot, paving in this area is overdue. The selected contractor submitted the lowest bid after site visits conducted by Rich with the prospective bidders.

Property Acquisition – 105 Water Street North East, Maryland

This property 105 Water Street, North East is adjacent to the yellow house on the corner of Mauldin Avenue/Jethro Street. The owner of the property at 105 Water Street has agreed to sell the property to the Town of North East in the amount of \$4,000.00.

North East Planning Commission 2023 Annual Report

Mrs. Vennell reported that the North East Planning Commission adopted the 2023 Annual Planning Report on June 4, 2024. Per the Annotated Code of Maryland, Land Use Plan, Section 1-207. Annual Report:

- The Planning Commission shall prepare, adopt and file an annual report for the previous calendar year with the legislative body.
- Per the Land Use Plan the legislative body shall review the report and direct the Planning Commission for other studies or actions to ensure the continuation of a viable planning development process.
- The annual report shall be made available for public inspection
- The Planning Office shall mail a copy of the report to the Secretary of Planning for the State of Maryland.

Public Works Agreement Extension Request: DK North East Station LLC, Lot 4 and Lot 1

Mrs. Vennell presented a Public Works Agreement Extension Request for North East Station, Lots 4 & 1.

A motion to approve the Public Works Agreement Extension Request for DK North East Station LLC Lot 4 and Lot 1 with the recommendation by the Planning and Zoning Office was made by Commissioner Crothers-Moore, seconded by Commissioner Davis and approved by all.

**-MISCELLANEOUS-**

Assistant Town Administrator wanted to provide to the Board an ARPA funds update. The deadline for all ARPA projects that are under contract are due by the end of 2024 year. These items will be presented to the Board for approval as a new business item or as an appropriation.

Town Clerk reported, the North East Fire Company has completed all their paperwork for the North East Firemen's Carnival which will be held, Tuesday, July 2<sup>nd</sup> thru Saturday, July 6<sup>th</sup>.

**-APPROPRIATIONS-**

R4-02416 Environmental Quality Resources - \$32,960 - Lums Road Stormwater Repair – ARPA

A motion to approve Requisition R4-02416 to Environmental Quality Resources for the Lums Road Stormwater Repair in the amount of \$32,960.00 was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.

R4-02422 Garland/DBS, Inc. - \$216,955 - Town Hall Roof – ARPA

A motion to approve Requisition R4-02422 to Garland/DBS, Inc. for the Town Hall Roof in the amount of \$216,955.00 was made by Commissioner Davis, Commissioner Crothers-Moore denied the approval to move forward with the project due to the amount.

R4-02429 Lecco Pipe Line Construction - \$39,946 - Northwoods PRV Pit Removal – ARPA

A motion to approve Requisition R4-02429 to Lecco Pipe Line Construction for the Northwoods PRV Pit Removal in the amount of \$39,946.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Davis and approved by all.

R4-02431 Nowland Associates, Inc. - \$44,110 - Leslie WTP Siding Repair – ARPA

A motion to approve Requisition R4-02431 to Nowland Associates, Inc. for the Leslie Water Treatment Plant Siding Repair in the amount of \$44,110.00 was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.

R4-02475 Richard Mort - \$44,752 - NEPD Parking Lots Milling & Paving – ARPA

A motion to approve Requisition R4-02475 to Richard Mort for the North East Police Department Parking Lots in the amount of \$44,752.00 was made by Commissioner Crothers-Moore, seconded by Commissioner Davis and approved by all.

Property Acquisition – 105 Water Street North East, Maryland

A motion to approve the Property Acquisition, 105 Water Street North East was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all.

**-MISCELLANEOUS-**

Torch Run

Chief Yates reminded the Board, there will be a Cecil County Law Enforcement Special Olympics Torch Run, Tuesday, June 18<sup>th</sup>. Joggers and walkers are scheduled to make the 10-mile, from Elkton to North East. Law Enforcement Officers in patrol vehicles and on motorcycles will escort the participants, stopping traffic when necessary.

North East Cemetery Vandalism

Chief Yates gave an update regarding the vandalized headstones at the North East Cemetery. An investigation is continuing after vandal/vandals damaged and displaced dozens of headstones between late Thursday night and early Friday morning.

**-BUSINESS FROM THE FLOOR-**

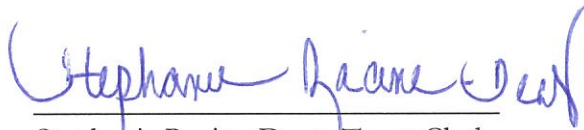
None

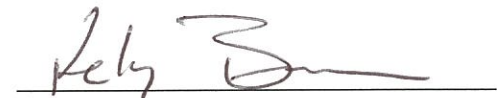
**-ADJOURNMENT-**

With there being no further business to discuss, a motion to adjourn was made by Commissioner Davis, seconded by Commissioner Crothers-Moore and approved by all. The meeting adjourned at 7:34 p.m.

Respectfully submitted,

ATTEST:

  
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Stephanie Racine-Dean, Town Clerk

  
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Kelly A. Benson, Mayor