



**Town of Port Deposit  
Historic Area Commission Meeting Minutes  
January 18, 2017**

**CALL TO ORDER:** Chair Harbold called the meeting to order at 7:42 p.m.

**PRESENT:** Melissa Harbold, Chair, Ryan Ockuly, Vice-Chair, Bob Kuhs, Council Liaison, Christine Wertsch

**ABSENT:** Martha Barchowsky, Joe Brant, Rodney Reamer

**MINUTES:** There was no quorum so minutes from August 17, 2016 could not be approved.

**NEW BUSINESS**

- Elect new chair and vice chair – No quorum.
- Review procedures for 2017 Façade Improvement Program – Town Administrator Rinkerman
  - Application and guidelines were combined into one document.
  - DHCD said grants should be façade type only. They would prefer we go one direction or the other. Town Administrator Rinkerman feels that we should call them home improvement and see what is approved.
  - Limit of \$10,000 per project.
  - Homeowner certification – The homeowner must put their own money in it to be eligible for the certification. There is also a minimum to get the tax credit. Per Mr. Ockuly, that is part 2 of the application. Part 1 is an evaluation; part 2 is actually applying for a project.
  - Town Administrator Rinkerman noted that we are going to target absentee owned properties that need painting, latticework, etc.
  - Applications will be reviewed by HAC before MHT reviews.
  - Owner occupied will not be required.
  - 50% of money must be spent by the end of the first year.
  - Project must be started within 6 months of award.
  - Two estimates required. Funding will be based on lowest bid, but homeowner can pay the difference if they want the higher bid.
  - A HAC member and people from County will grade the applications.
  - Demonstration of need up to 20 points, Owner occupied up to 10 points. Owner occupied and a match up to 20 points.

**OLD BUSINESS** – There was no old business.

**ADJOURNMENT**

The meeting was adjourned at 8:10 p.m.

Approved: