



**Town of Port Deposit  
Town Council Meeting Minutes  
Legislative Meeting  
November 7, 2017**

**CALL TO ORDER**

Mayor Tome called the meeting to order at 7:00 p.m.

**PRESENT:** Mayor Tome, Deputy Mayor Kuhs, Councilman Broomell, Councilman Brown, Councilman Haines, Councilman Knight, Councilwoman Rodgers, Town Administrator Rinkerman and Counsel Herring.

**SAFETY TIP OF THE MONTH** – Mayor Tome presented the safety tip of the month on Holiday safety.

**ANNOUNCEMENT** – Mayor Tome commented on an impromptu Trunk or Treat event that was held by the Waterwitch Fire Company and it was a great success.

**APPROVAL OF MINUTES** - August 1, 2017 Legislative Meeting

Motion was made by Councilman Kuhs to approve the August 1, 2017 meeting minutes as presented. Seconded by Councilman Knight. Motion carried with five in favor and one abstention.

**NEW BUSINESS**

**FY2017 Audit Report** – Timothy Sawyer and Robert Yemola from Barbacane Thornton & Company reviewed the FY2017 Audit Report. The Town of Port Deposit is in good financial shape. A copy of the report is available at Town Hall. There were no questions or comments.

**Bid Award/AECOM Geotechnical Investigation for flood gates** – Town Administrator Rinkerman introduced David Athey from AECOM who is the project manager. He provided the Council an overview of the investigation that will be conducted with this project.

Discussion ensued regarding the information available regarding the Vannort Drive underpass from the SHA stormwater project, adding the railroad underpass on Route 222 to the project, and location of other drainage areas that go under the railroad.

Motion made by Councilman Knight to award the bid for the Geotechnical Investigation for flood gates to AECOM for \$73,250.00. Seconded by Councilman Brown. Roll Call: Kuhs – Y, Broomell – Y, Brown – Y, Haines – Y, Knight – Y and Rogers – Y. Motion carried unanimously.

**MHT Easement Requirements for steps** – Town Administrator Rinkerman advised the Council that MHT is requiring an easement to proceed with the grant.

**Demolition Permit Application** - 33 Center Street – Town Administrator Rinkerman advised the Council that the county has issued a demolition permit for 33 Center Street.

**Consideration Planning Commission Appointment** – Town Administrator Rinkerman provided the Council an application for appointment to the Planning Commission from Stephen Davidson.

Motion was made by Councilman Brown to appoint Stephen Davidson to fill a vacant position on the Planning Commission thru May 2018, seconded by Councilwoman Rodgers. Roll Call: Kuhs – Y, Broomell – Y, Brown – Y, Haines – Y, Knight – Y and Rodgers – Y. Motion carried unanimously.

**OLD BUSINESS**

**SHA Easements for Stormdrain Project** – Town Administrator Rinkerman provided a response from SHA regarding the additional easement for the stormdrain project.

Discussion ensued regarding the use of the easements while the project is under construction, and how SHA would inform us if they use the easements. The town administrator will contact SHA for more information.

**USDA Grant Update** – Town Administrator Rinkerman advised that USDA required additional updates to the study for the Stormwater project. The additional fee is \$2300.00.

**REPORTS TO COUNCIL**

**Finance Report** – Finance Manager Sookiasian provided the finance report as of October 31, 2017.

**Town Administrator Report** – Town Administrator Rinkerman provided an update on grants, projects and programs.


**PUBLIC COMMENT** – Carol Hopkins commented about the Waste Water Treatment Plant.

**CLOSED EXECUTIVE SESSION** – 8:00 p.m. Motion was made by Councilman Knight to convene in closed session pursuant to the Annotated Code of Maryland, General Provisions Article, Title 3, and Subtitle 3. Open Meetings Requirements, Section 3-305 (b) (1) to discuss a personnel matter relative to employment, seconded by Councilman Brown. Council did not return to open session.

Council was provided an updated on the health condition of an employee.

**ADJOURNMENT** – The meeting was adjourned at 8:10 p.m.

Attest:

  
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Vicky Rinkerman, Town Administrator

Approved:

  
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Wayne Tome, Mayor