



**Town of Port Deposit
Town Council Meeting Minutes
Legislative Meeting
Conference/Video Meeting
September 3, 2024**

The public was invited to call into the meeting via videoconferencing or audio by phone.

CALL TO ORDER

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

PRESENT: Deputy Mayor Brown, Councilman Berlin, Councilman Knight (Zoom) Councilwoman Thiele, Town Administrator Rinkerman, Treasurer Gray, PW & Code Administrator Jamison, and Counsel McCarron.

ABSENT: Mayor Tome, Jr.

SAFETY TIP OF THE MONTH

Deputy Mayor Brown presented the Safety Tip of the Month to Council.

APPROVAL OF MINUTES

August 6, 2024 Legislative meeting minutes were presented.

Motion made by Councilman Berlin to approve the August 6, 2024 Legislative meeting minutes as presented. Seconded by Councilwoman Thiele. All in favor. Motion carried unanimously.

CCSO REPORT – Council was provided a copy of the CCSO report for the month of August.

PUBLIC COMMENT – No public comment.

INTRODUCTION – ANNEXATION PETITION and ANNEXATION RESOLUTION 06-2024 – Town Attorney Tom McCarron

Annexation Resolution, Exhibit 1. Annexation Petition with exhibits A-F and Exhibit 2. Annexation Agreement for consideration to enlarge the corporate boundaries of the Town of Port Deposit by annexation of 44.9515 +/- ACRES of land consisting of multiple parcels on Tax Map 22I, owned and known by Rock Run, LLC, Old Schoolhouse Drive, and LLC, Race Street PD, LLC:

Acct. No. 07-006020 - Parcel 32 – 42.8079 Acres; Acct. No. 07-055708 - Parcel 249 - .0015 Acres; Acct. No. 07-055668 – Parcel 244 – 0.1248 Acres; Acct. No. 07- 026854 – Parcel 60 - .0001 Acre and .0013 Acre, more or less; and

Tax Map 22I, owned and known by Albert Owens and Robert Owens, et al.:
Acct. No. 07-009437 – Parcel 0071 – 1.0035 acres; and Acct. No. 07-009431 – Parcel 0047 – 1.0124 acres, more or less on Old Schoolhouse Drive, in the Seventh Election District of Cecil County.

- Presentation of Annexation Petition – Rock Run Road, LLC – Joe Moran, et al.

- Annexation Resolution 06-2024 referred to the Planning Commission for review and recommendation – September 26, 2024 meeting at 7:00 p.m. in Town Hall, 64 S. Main Street, Port Deposit.

Counsel McCarron provided an overview of the annexation process and the roles of both the Planning Commission and Town Council throughout the process.

Property owner, Joe Moran explained his intentions with the annexation and desire to support economic growth in addition to cleaning up Race Street and the abandoned properties.

OLD BUSINESS

Audit Engagement Letter Update – Treasurer Gray provided a copy of the audit engagement letter stating a \$15,000 service fee. Treasurer Gray contacted the company inquiring about the fee as it has almost doubled in cost from what was paid last year. The auditor’s response in regards to the fee was “we made an adjustment to the fee’s due to the current market.” Considering this is September and it has to be completed by the end of the calendar year, Treasurer Gray suggested proceeding with the engagement letter at this time and to start looking elsewhere for next year’s audit. Council agreed.

Tome’s Marina Public Easement – Town Administrator Rinkerman presented the deed easement agreement for a public easement from the back of the Gas House to the railroad crossing. There is already a utility easement and the agreement would be for the addition of a public easement.

Motion made by Councilman Knight to approve the Tome’s Marina Public Easement Agreement. Seconded by Councilwoman Thiele. Roll Call – Knight-Y, Berlin-Y, Thiele-Y, Brown-Y.

Safe Streets Grant Update – Town Administrator Rinkerman provided an update on the Safe Streets Grant that Jamie Kendrick is currently helping the town apply for. The grant total is \$432,000 and the town’s match is \$86,000 over the span of 3 years.

Deputy Mayor Brown praised Mr. Kendrick and his much-appreciated work as he has been such an advocate for the town.

Cyclical Tax Sale Property Update – Town Administrator Rinkerman announced the town has received the tax sale certificates from Cecil County for the 6 properties in cyclical tax sale. Counsel McCarron is working on the next steps for foreclosure on those properties.

NEW BUSINESS – No new business.

REPORTS TO COUNCIL

TREASURER – Treasurer Gray provided financial statements for the month of August and provided details as requested. She advised that all the bank accounts have been reconciled. She advised she has transferred funds out of the money market account for bills and to cover the check to Cecil County for the Cyclical Tax Sale properties.

TOWN ADMINISTRATOR – Town Administrator Rinkerman provided various updates to include the August HAC meeting for Silvercross apartments at 125 Jacob Tome Highway regarding reconstruction and siding,

University of Maryland’s PALS program update regarding researching Snow Hill, the annexation petition submission to be reviewed at the September 26th Planning Commission meeting, boundary survey update, CDBG Granite Ave and Race Street project and Cecil County’s intention to replace the current sewer lines in place. Provided updates on the demolition of the garage at 43 S. Main, the Tome Steps project/scope of work, and TAP Grant update. Port Deposit Pirate Takeover September 21st and 22nd with the Chamber providing downtown evening event on the 21st. The Town Holiday Tree Lighting event to be held on December 6th. The advised that the new planters are being built and will be set in place on Main Street to get the town through till the next street scape project.

PUBLIC COMMENT

Erica Berge, CCU announced the Levi the Poet pop-up mocktail speak-easy at the Culture and Wellness Center on September 12, 2024. She also announced the Odd Friends Fest to be held at the center in addition to the SHA Streetscape Presentation on October 17, 2024.

COUNCIL REPORTS

Councilman Berlin discussed creating a free library in the center of town with a “Take a book, leave a book” type of system. He stated looking at the website, the town could purchase one around \$200, or he thought of having one built one to resemble the Tome School.


ANNOUNCEMENTS

Third Annual Port Deposit Pirate Takeover Event – September 21 and 22, 2024 in Marina Park

ADJOURNMENT

The public meeting adjourned at 7:45 p.m. Meeting audio is available upon request.

Attest:



Vicky Rinke, Town Administrator

Approved:



Kevin Brown, Deputy Mayor