



**TOWN OF PORT DEPOSIT
TOWN COUNCIL LEGISLATIVE MEETING
November 4, 2025**

MEETING MINUTES

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

PRESENT: Mayor Wayne Tome Jr., Councilman Daniel Berlin, Councilman Tom Knight, Councilwoman Randa Thiele, Town Administrator Vicky Rinkerman, Treasurer Patti Gray, Public Works and Code Administrator Dan Jamison, Administrative Assistant Mary Culver.

ABSENT: Deputy Mayor Kevin Brown

CALL TO ORDER

The meeting was called to order by Mayor Tome Jr. at 7:03 p.m.

APPROVAL OF MINUTES

The legislative meeting minutes of October 7, 2025, were presented.

Motion was made by Councilwoman Thiele and seconded by Councilman Knight to approve the minutes as presented. Motion passed unanimously.

SHERIFF'S OFFICE UPDATE

Corporal Tyler Price reported that all twenty-eight October shifts were filled and that deputies responded to twelve calls for service, along with assisting two funeral escorts. He noted an increase in traffic citations, including several arrests for suspended licenses and insurance violations, and reported that multiple abandoned vehicles were towed. A stolen camper was recovered from Marina Park, and an investigation is underway regarding two stolen kayaks near Town Hall.

Corporal Price also addressed concerns about tractor-trailers using restricted routes through town. He stated that patrols will be increased at key entry points, particularly near the VFW and Conowingo Park, to redirect trucks and reduce illegal routing. He recommended improving signage on Liberty Grove and Powers Roads and noted continued coordination with county officials on enforcing no-parking zones along Powers Road to prevent tractor-trailer parking and improve safety.

PORT DEPOSIT CHAMBER OF COMMERCE UPDATE

President Toni Sprenkle reported that the Chamber is working to strengthen its connection with the Town by planning to attend council meetings more regularly and inviting Town representatives to attend their own monthly meetings, held on the third Monday at 5:30 or 6:30 p.m. at rotating member business locations. She also discussed the Chamber's upcoming events and community initiatives, highlighting the success of the 2025 Fire and Ice Festival and confirming plans to host the event again in 2026 as part of the grant-funded Winter Lights Cecil Nights campaign, with an application for Town approval forthcoming.

Additional 2026 plans include continuing the farmers market in the town center, organizing a pirate block party, hosting a spring business appreciation picnic, and offering virtual training events.

2024-2025 FINANCIAL AUDIT REPORT

Tim Sawyer, CPA CGMA, of Barbacane, Thornton, and Company, presented a brief summary of the 2024–2025 financial audit. He reported that the Town received an unmodified opinion with no findings, confirming that the financial statements were fairly presented. Sawyer noted full cooperation from staff and thanked Treasurer Gray for her assistance. The General Fund balance rose by about \$182,000, increasing from \$1.24 million to \$1.42 million, driven by higher property tax revenues from local development. The Capital Improvements Fund decreased by roughly \$22,000 due to capital expenses. Overall, revenues exceeded budget by \$217,000 and expenditures by \$38,000, resulting in a net surplus of about \$181,000. Treasurer Gray noted that property tax rates have decreased for the third consecutive year without affecting overall revenues.

PUBLIC COMMENT

Bill Baron congratulated the Town on the successful financial audit and thanked the Mayor, Council, and Town Administrator Rinkerman for the opportunity to attend the Maryland Municipal League Fall Conference with Councilwoman Thiele. He said the conference was a valuable networking and learning experience and expressed interest in attending again in the future as a Planning Commission member.

Jerry Fuller, of 39-41 South Main Street, asked for an update on the swale project and clarification on the proposed layout. Town Administrator Rinkerman said RFPs are due November 6 and confirmed that full access around 43 South Main Street would be maintained. Mr. Fuller also raised concerns about tree debris left by Verizon’s contractor, possible easement questions, and flooding on his property.

OLD BUSINESS

Powers Road Update: Town Administrator Rinkerman reported continued concerns about increased truck traffic related to the Bainbridge development. She met with the County Executive and County Administrator to discuss signage and enforcement needs, and noted that MRP is installing “No Parking” signs along both sides of Powers Road and will address litter cleanup. She also stated that the county plans to ask the state to consider legislation requiring commercial haulers to use commercial GPS to help reduce truck traffic on restricted roads.

NEW BUSINESS

AECOM Master Consulting Services Agreement: Town Administrator Rinkerman presented the agreement to the Council for consideration and recommended approval, with authorization for the Mayor to execute the contract. She noted that the agreement continues the Town’s planning and engineering services provided by Chris Rogers of AECOM on an as needed basis.

Motion was made by Councilman Berlin and seconded by Councilwoman Thiele to approve the continuation of services. Motion passed unanimously.

Akehurst Contract: Town Administrator Rinkerman presented the Akehurst contract renewal to the Council for consideration. She explained that the agreement provides snow and ice management services for Bainbridge, noting that Powers Road is approximately one mile long and the Town does not have the equipment to manage removal internally.

Motion was made by Councilwoman Thiele and seconded by Councilman Knight to approve the Akehurst Contract. Motion passed unanimously.

REPORTS TO COUNCIL

Public Works and Code Administrator Jamison provided a brief summary of tasks completed over the last month, which included clearing brush and debris, installing new safety lights on the floating pier, repairing potholes, winterizing the comfort station, and performing routine truck and equipment maintenance. To enhance security, a new camera was installed at the DPW shop. In code enforcement, three vehicles and two boats were tagged, and one boat will be re-tagged before removal.

Treasurer Gray reported that all accounts have been reconciled and that only a few variances and open items remain. She noted that two landscaping grant checks are still outstanding, and a small interest deposit was posted to the money market account. Treasurer Gray also presented the current budget-to-actual figures, reporting that the Town has received approximately 42.58% of projected annual income and expended about 30.67% to date.

Town Administrator Rinkerman reported that the TAP grant has moved into preliminary engineering and that stormwater project RFPs are due November 6. She provided a brief update on the Gas House electric upgrade, noting that the estimate is under review by the Maryland Historic Trust and additional information has been requested. Town Administrator Rinkerman also shared updates on the Liberty Tree initiative and reported progress at Bainbridge, including the Powers Road extension. She noted her attendance at the NAACP banquet and reminded the Council of upcoming Town events, including Clean-Up Day and the Volunteer Dinner.

COUNCIL REPORTS

Councilman Berlin thanked Public Works and Code Administrator Jamison for his efforts in installing a guardrail on Race and Granite Streets.

PUBLIC COMMENT

None.

ANNOUNCEMENTS

The Planning Commission will hold a meeting on November 20, 2025, at 6:00 p.m. at Town Hall to consider the following: Lot 1A New Preliminary Site Plan, Powers Road Extension Final Site Plan, and Nexamp Preliminary Site Plan. A public notice will be advertised in the Cecil Whig on Wednesday, November 5, 2025, to invite the public to attend in person or via Zoom video conferencing.

The Town will hold its annual Clean-Up Day on Saturday, November 22, 2025, 10 a.m.-2 p.m., to provide residents with an opportunity to dispose of bulk items and scrap metal, as well as paper shredding with a Shred-It truck and a drug take-back courtesy of the Cecil County Sheriff's Office. No large appliances, construction materials, hazardous waste, or yard waste will be accepted. Proof of residency required.

ADJOURNMENT TO EXECUTIVE SESSION

Pursuant to the Annotated Code of Maryland, General Provisions Article, Title 3, Subtitle 3, Section 3-105 (7), the Town Council consulted with counsel to obtain legal advice on a legal matter relative to cyclical tax sale properties.

The public meeting was adjourned at 8:18 p.m. and the Council did not return to open session.

Respectfully Submitted,

Mary Culver, Administrative Assistant

Approved:

A handwritten signature in blue ink, appearing to read "Wayne Tome Jr.", is written over a horizontal line.

Wayne Tome Jr., Mayor