



**Town of Port Deposit  
Town Council Meeting Minutes  
Work Session Meeting  
Conference/Video Meeting  
May 18, 2021**

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

**CALL TO ORDER**

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

**PRESENT:** Mayor Kuhs, Deputy Mayor Brown, Councilman Baron, Councilman Broomell, Councilman Knight, Town Administrator Rinkerman, and Finance Manager Sookiasian. Via Zoom: Legal Counsel McCarron.

**ABSENT:** None

**PUBLIC COMMENT**

Representatives from the Water Witch Fire Company (WWFCO) discussed the increase of expenses and decrease of funding that has affected them this past year with COVID-19 in hopes that the Town would consider an additional donation to the WWFCO. The increased costs are due to requirements such as an increased need of PPE, the high demand and increased prices of PPE, influx of calls, and education of volunteers.

**PUBLIC HEARING**

Ordinance 2021-03 – Fiscal Year 2022 Annual Budget

Finance Manager Sookiasian presented the budget for Fiscal Year 2022 Annual Budget.

No public comment.

No further discussion by Council.

Adoption of Budget Ordinance scheduled for June 1, 2021

**OLD BUSINESS** – No old business

**NEW BUSINESS**

Resolution 07-2021 – Debt Policy – Revisions to the Port Deposit Debt Policy – Legal Counsel McCarron explained it was brought to attention by the Bond Counsel, that the Town's Debt Policy is out of date in regards to references and requires revisions. Resolution 07-2021 was presented to the Town Council in order to make those recommended revisions.

Motion was made by Deputy Mayor Brown to approve Resolution 07-2021. Seconded by Councilman Knight. All in favor. Motion carried unanimously.

Resolution 08-2021 – Treasurer Position – Resolution to appoint Finance Manager to act as the Treasurer as per Charter – Legal Counsel McCarron stated that as part of the Bond Counsel’s review of the Town’s Charter, the Charter requires the Town to have a Treasurer in place. Finance Manager Sookiasian has been fulfilling all of the responsibilities of the Treasurer, but Resolution 08-2021 is to officially appoint Finance Manager Sookiasian as the Treasurer.

Motion was made by Councilman Knight to approve Resolution 08-2021. Seconded by Councilman Baron. All in favor. Motion carried unanimously.

Swearing-in Finance Manager Sookiasian as Treasurer – Finance Manager Sookiasian was sworn in by Mayor Kuhs as the Treasurer for the Town of Port Deposit.

Resolution 09-2021- Special Conditions Mobile Food Vendor Clark’s Fried Fish – Town Administrator Rinkerman presented Resolution 09-2021 outlining the conditions discussed at the previous Town Council Meeting for Mobile Food Vendor, Clark’s Fried Fish. If approved, Resolution 09-2021 will be placed into an agreement between the Town and Clark’s Fried Fish.

Motion was made by Councilman Knight to approve Resolution 09-2021. Seconded by Councilman Broomell. All in favor. Motion carried unanimously.

Resolution 10-2021 Maryland Community Development Block Grant (CDBG) Fair Housing and Equal Opportunity Plan – Town Administrator Rinkerman explained that Resolution 10-2021 is a requirement of the CDBG program in order for the Town to receive the CDBG grant.

Motion was made by Councilman Broomell to approve Resolution 10-2021. Seconded by Councilman Baron. All in favor. Motion carried unanimously.

Outdoor Seasonal Business Use Application – Susky Crab, LLC – Town Administrator Rinkerman presented the Outdoor Seasonal Business Use Application submitted by Susky Crab, LLC.

Motion was made by Councilman Broomell to approve the Outdoor Seasonal Business Use Application for Susky Crab, LLC. Seconded by Councilman Baron. All in favor. Motion carried unanimously.

Visitor Center Update – Town Administrator Rinkerman stated that Towson University has stated that they will not be at the Visitor Center this summer due to the in-person class restrictions. Volunteers have stated that without the Turtle Habitat open to the public, there is a minimal amount of visitors which then becomes a struggle for the volunteers. Due to lack of student activity, the Visitor Center will remain closed for the summer, in hopes to have more participation and open back up next year.

Commercial Lease Agreement – J.D. Eckman to lease a portion of the second floor of Town Hall – Finance Manager Sookiasian presented the offer received from J.D. Eckman for the rental of office space on the second floor of Town Hall.

Motion was made by Councilman Broomell to approve the Commercial Lease Agreement with J.D. Eckman presented. Seconded by Councilman Baron. All in favor. Motion carried unanimously.

Proclamation for Service – Mayor Kuhs expressed gratitude for the service that Councilman Broomell has

provided the town serving on the Town Council and presented him with a Proclamation for Service.

**COUNCIL REPORTS** – Councilman Baron provided the Council insight regarding the Planning Commission Work Session Meeting and tour of Bainbridge which he attended. He expressed his enjoyment serving in the temporary Council role and is looking forward to serving on the Town of Port Deposit’s Planning Commission.

Councilman Broomell wishes the best of luck to the new Council members to be sworn in at June 1<sup>st</sup>, 2021 Meeting, and expressed his gratitude serving on the Town Council.

**PUBLIC COMMENT** – No public comment.

**ANNOUNCEMENTS**


Community Clean-up Event Turtle Beach – May 22 - 8:30 a.m. – 12:00 p.m. meet at Conowingo Park – sponsored by The High 5 Initiative

Memorial Planter Decorating Event – May 22 – 1:00 – 3:00 p.m. Community Connecting Us

The Shoppe at the Manor – Ribbon Cutting Ceremony – May 22 – 3:00 p.m.

**CLOSED EXECUTIVE SESSION** – Motion was made by Councilman Knight to convene in Closed Executive Session Pursuant to the Annotated Code of Maryland, General Provisions Article, Title 3, Subtitle 3, Section 3-305 (b) (7) To consult with Counsel to obtain legal advice on a legal matter. Council will not return to open session. Seconded by Councilman Broomell. Council did not return to open session.

Attest:



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Vicky Rinkerman, Town Administrator

Approved:



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Robert A. Kuhs, Mayor