



**Town of Port Deposit  
Town Council Meeting Minutes  
Legislative Meeting  
Conference/Video Meeting  
March 7, 2023**

*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:** In person: Mayor Kuhs, Councilman Berlin, Councilman Knight, Councilman Tome, Jr., Town Administrator Rinkerman. Via Zoom: Treasurer Sookiasian and Legal Counsel McCarron.

**ABSENT:** Deputy Mayor Brown

**SAFETY TIP OF THE MONTH**

Mayor Kuhs presented the Safety Tip of the Month to Council.

**APPROVAL OF MINUTES**

Minutes from the February 7, 2023 Legislative meeting and February 21, 2023 Work Session meeting were presented.

Motion made by Councilman Tome, Jr. to approve the minutes as presented. Seconded by Councilman Knight. Roll call: Berlin – Y, Knight – Y, Tome – Y. Motion carried unanimously.

**PUBLIC COMMENT** – No public comment.

**RESOLUTIONS**

Resolution 01-2023 – Social Media Policy – Town Administrator Rinkerman presented Resolution 01-2023 Public Social Media Policy.

Motion made by Councilman Knight to adopt Resolution 01-2023 Social Media Policy. Seconded by Councilman Berlin. Roll call: Berlin – Y, Knight – Y, Tome – Y. Motion carried unanimously.

Resolution 02-2023 – Amendment to Employee Manual – Town Administrator Rinkerman presented Resolution 02-2023 – Amendment to Employee Manual.

Motion made by Councilman Knight to adopt Resolution 02-2023 Amendment to Employee Manual. Seconded by Councilman Tome, Jr. Roll call: Berlin – Y, Knight – Y, Tome – Y. Motion carried unanimously.

Resolution 03-2023 – Disposal of Town Property Policy – Town Administrator Rinkerman presented Resolution 03-2023 Disposal of Town Property Policy.

Motion made by Councilman Tome, Jr. to adopt Resolution 03-2023 Disposal of Town Property Policy. Seconded by Councilman Berlin. Roll call: Berlin – Y, Knight – Y, Tome – Y. Motion carried unanimously.

### **OLD BUSINESS**

Hopkins Quarry Park Public Meeting Update – Town Administrator Rinkerman provided an overview of the Hopkins Quarry Planning Meeting on February 21, 2023.

RAISE Grant and 2023 Senator Van Hollen’s Congressionally Directed Spending – Town Administrator Rinkerman advised that Mr. Jamie Kendrick, Mead & Hunt has applied for the USDOT RAISE Grant on behalf of the town. The grant would be used for the flood gate project.

Tax Sale Properties Update – Town Administrator Rinkerman provided the Council a list of properties in Cecil County that are in cyclical tax sale and owned by the County. The majority of the list are properties located within the town. Town Administrator Rinkerman stressed the importance of the County working with the town to develop a program to get these homes out of cyclical tax sale to re-develop the properties.

Counsel McCarron provided information regarding the foreclosure process, the County’s requirements to condemn a property, and discussion on the tax sale process.

### **NEW BUSINESS**

FY 2024 Preliminary Budget Forecast – Treasurer Sookiasian provided Draft 1 of the FY 2024 Budget, highlighting some of the changes from the previous year’s budget. The FY 2023 Property Tax rate is .5450 per \$100 and 2023 Constant Yield Rate of .5421 per \$100.

The FY 2024 Budgeted Property Tax Rate will be the constant yield rate of .5421 per \$100. Treasurer Sookiasian stated that in order to match the contract with the refuse vendor an increase of \$10.21 or 3.9% is required. The FY 2024 rate per unit is \$274.60

Treasurer Sookiasian provided budgeted expenses to include salaries, workers compensation, health insurance, equipment, general maintenance, professional fees, insurance, trash removal, utilities, and the fire department appropriation.

### **REPORTS TO COUNCIL**

TREASURER – Treasurer Sookiasian presented the Treasurer’s Report for the month of February. He provided comments regarding revenue and expenses provided in the report.

TOWN ADMINISTRATOR – Town Administrator Rinkerman provided various updates to include the upcoming Planning Commission Meeting on March 23, 2023 to review of the preliminary site plan for the Powers road extension, preliminary site plan for Commodore Road, and the master signage concept plan for Phase I of the Bainbridge development.

**COUNCIL REPORTS** – Councilman Berlin asked if Public Works could move some granite rocks around the Welcome signs coming into town.

**PUBLIC COMMENT** – Kat Koenig announced that the next Port Deposit Heritage Corporation meeting will be held April 19, 2023 at 7:00 p.m.


**ANNOUNCEMENTS**

Election Update – Deadline to file for Mayor or 2 Council seats for the May 9, 2023 Election is March 13, 2023. Candidate Package must be picked up in person at Town Hall, Monday – Thursday - 8:30 a.m. to 4:30 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 (7) to consult with legal counsel to obtain legal advice on a legal matter relative to the Bainbridge property. Seconded by Councilman Tome, Jr. Roll call vote: Berlin – Y, Tome – Y, Knight - Y. All in favor. Motion carried unanimously. Council did not return to open session.

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

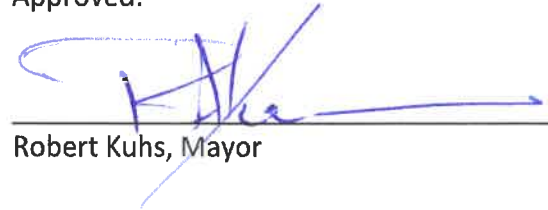
Attest:



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Vicky Rinkerman, Town Administrator

Approved:



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Robert Kuhs, Mayor