Town of Port Deposit
Town Council Meeting Minutes
Legislative Meeting
January 2, 2018

CALL TO ORDER

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

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

ABSENT: Town Counsel Herring

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

APPROVAL OF MINUTES – Minutes from the November 21, 2017 Work Session Meeting and December 5, 2017 Legislative Meeting were presented for approval.

Motion was made by Councilman Brown, seconded by Deputy Mayor Kuhs, to approve the minutes as presented. All in favor, motion carried unanimously.

NEW BUSINESS

Consideration for Appointment

Historic Area Commission, reappointment Melissa Harbold – 3 year term, effective November 2017.

Motion was made by Councilman Knight, seconded by Councilwoman Rodgers, to reappoint Melissa Harbold to the Historic Area Commission for a 3 year term effective November 2017. All in favor, motion carried unanimously.

Board of Appeals, reappointment Ava Blackburn – 3 year term, effective October 2017.

Discussion ensued regarding a Board of Appeals hearing on an appeal of a Historic Area Commission decision on the Presbyterian Church.

Motion was made by Councilman Knight, seconded by Councilman Brown, to appoint Ava Blackburn for a 3 year term, effective October 2017. Roll call vote: Councilman Brown – Yes, Councilwoman Rodgers – Opposed, Councilman Knight – Yes, Deputy Mayor Kuhs – Abstain, Councilman Haines – Yes, Councilman Broomell – Yes. The motion carried, asses, 4 in favor, 1 opposed and 1 abstention

Program Open Space Conversion - Town Administrator Rinkerman presented additional information regarding using the living shoreline area in front of the Visitor Center as the conversion property for the area designated for the pump station.

Motion was made by Councilman Knight, seconded by Councilwoman Rodger, to approve the property conversion site. All in favor, motion carried unanimously.

OLD BUSINESS

MHT Grant - Tome Steps Easement and Contract – Town Administrator Rinkerman presented the estimate from KCI Technologies for $27,244.00 and AECOM for $29,000.00 for the structural engineering services for the Tome Steps. The information from this study would provide the construction document for the Request for Proposal document. The recommendation was to award the contract to KCI Technologies.

Motion was made by Councilman Haines, seconded by Councilman Brown, to award the bid to KCI Technologies as presented. All in favor, motion carried unanimously.

Discussion ensued regarding the next phase of the project that would include acquiring the easement from High Street to the top of the cliff.

MHT Grant Letter of Intent Town Hall - Town Administrator Rinkerman reviewed two estimates for the proposed repairs to town hall. Council concurred to direct staff to get additional estimates.

REPORTS TO COUNCIL

Town Administrator Report – Town Administrator Rinkerman provided project and grant updates. Councilwoman Rodgers volunteered to be on the Working Waterfronts grant committee.

Finance Report - Finance Manager Sookiasian provided the finance report as of December 31, 2017.

Mayor Tome advised the Council that the Personnel Committee interviewed applicants for the Code and Zoning Administrator position and has chosen Susan Smith to fill that position.

COUNCIL REPORTS

Councilwoman Rodgers asked about training for council and staff for Emergency planning and requested the speed limit sign be located at the North End of town as well as South.

Mayor Tome advised that emergency training sessions are available via the Internet through the FEMA and MEMA websites. Staff will send Council the website links.
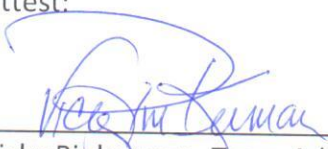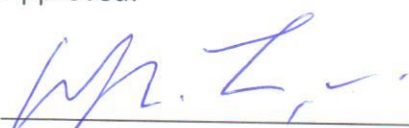
PUBLIC COMMENT – None.
ANNOUNCEMENTS – None.
ADJOURNMENT – The meeting was adjourned at 8:00 p.m.

The meeting was recorded and audio is available upon request.

Attest: Approved:

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Vicky Rinkerman, Town Administrator   Wayne L. Tome, Sr., Mayor