



**Town of Port Deposit
Town Council Meeting Minutes
Legislative Meeting
Conference/Video Meeting
December 6, 2022**

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 Knight, Councilman Berlin, Councilman Tome, Jr., Town Administrator Rinkerman, and Public Works and Code Administrator Steffen. Via Zoom: Deputy Mayor Brown and Treasurer Sookiasian.

SAFETY TIP OF THE MONTH

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

APPROVAL OF MINUTES

Minutes from the November 1, 2022 Legislative meeting and November 15, 2022 Work Session meeting were presented.

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

PUBLIC COMMENT – No public comment.

OLD BUSINESS

ARPA Project Proposal – PW & Code Administrator Steffen presented the estimate for the removal of the Ash tree at 93 N. Main Street. He also suggested the removal of the 4 maple trees on S. Main Street in the center of town, and replacing with native red bud trees.

Councilman Knight advised to have the resident at 93 N. Main Street send the town an official request for the removal of the tree for the town's record.

Motion was made by Councilman Tome, Jr. to approve the removal of the ash tree at 93 N. Main Street and to replace it with a red bud tree using ARPA funds. Seconded by Deputy Mayor Brown. Roll call: Brown – Y, Berlin – Y, Knight – Y, Tome - Y. Motion carried.

Motion was made by Councilman Tome, Jr. to approve the removal of the 4 maple tree's in the central business district and replace with native trees. Seconded by Councilman Knight. Roll call: Brown – Y, Berlin – Y, Knight – Y, Tome - Y. Motion carried.

Marina Park Lighting – PW & Code Administrator Steffen discussed installing a 200 – 1,000 Watt light on a Delmarva Pole in Marina Park, stating it would cost approximately \$20/month for power. He suggests using a pole that is already there, opposed to running separate conduit in the trench that will be done later this week for another pole.

Councilman Knight inquired about having a power drop put in with a meter stack and sub panel rather than trenching. PW & Code Administrator Steffen advised that the total cost for trenching and electric would be \$5,700 with 20 AMPs running to the camera.

Councilman Berlin inquired about the remainder of the ARPA funds and projects depending on the ARPA funds. Treasurer Sookiasian stated that if the town used ARPA funds for trenching, there is approximately \$73,000 left in ARPA funds.

Motion made by Councilman Knight to approve the use of ARPA funds for trenching. Seconded by Deputy Mayor Brown. Roll call: Brown – Y, Berlin – Y, Knight – Y, Tome - Abstain. Motion carried.

Rock Run Park Update – Town Administrator Rinkerman advised that the title search has been completed for the properties that Constellation will be donating to the town. The next due diligence steps will be Phase 1 environmental assessment and survey of the properties.

NEW BUSINESS

Town Hall Electrical Proposal – PW & Code Administrator Steffen obtained an estimate to fix the conduit and power running up the steps by Town Hall. He will proceed with obtaining a second estimate, informing Council via email of the cost, then proceed with the Council's pre-approval of the project.

FEMA Flood Insurance Program Update – Town Administrator Rinkerman advised that FEMA is putting their foot down in regards to administrative procedures for towns that are part of their flood insurance program. She advised that it is mandatory for the town to incorporate this as part of the code and pre/post disaster procedures.

New Public Camera – 15 S. Main Street – Town Administrator Rinkerman and PW & Code Administrator Steffen presented the estimate for a camera on 15 S. Main Street. Councilman Knight offered to allow the camera to be installed on his building and to cover the cost for the power. Discussion ensued regarding the need for the camera and pricing for power at approximately \$63 per year in addition to the cost of the unit at \$3,100.

Motion was made by Deputy Mayor Brown to approve the use of ARPA funds to install a camera on 15 S. Main Street. Seconded by Councilman Knight. Roll call: Brown – Y, Berlin – N, Knight – Y, Tome – N, Kuhs – Y. Motion carried.

Zoom Meeting Protocol – Town Administrator Rinkerman inquired about the Council's interest in establishing Zoom meeting protocol such as verbal and show of hand for roll call votes, and requiring faces to be shown. Council directed Town Administrator Rinkerman to proceed with creating a draft.

REPORTS TO COUNCIL

TREASURER – Treasurer Sookiasian informed the Council that the town received a notice from Norfolk Southern, stating the lease for the basketball court parking lot will be raised from approximately \$1,000 to

\$3,550. Treasurer Sookiasian provided suggestions regarding the dramatic price increase. The notification also advised that the lease will continue to increase each year based upon the consumer price index. Town Administrator Rinkerman will inquire about the cost to purchase the property.

Treasurer Sookiasian presented the Treasurer's Report for the month of November. He provided comments regarding revenue and expenses provided in the report.

PUBLIC WORKS & CODE ADMINISTRATOR – Public Works & Code Administrator Steffen provided an update regarding various projects. This included the outlet to be installed at Vanort Drive, the basketball cameras to be fixed, removal of the elm tree in the center of town, bollards to be installed next week in Netter's Alley, and the speed radar unit which PW & Code Administrator Steffen will follow up with Perryville or the speed radar unit company for assistance.

TOWN ADMINISTRATOR – Town Administrator Rinkerman provided various updates to include HAC's approval of 43 S. Main's application for a size reduction of the front porch and installation of sidewalk in front of the property. She stated there is a storm water runoff issue in the parking lot at the back of the 43 S. Main property and inquired about the Council's interest in a lot line adjustment. This would give the property owner the piece of land that solves an encroachment issue in return for the land for the town to complete a stormwater project to help the stormwater runoff drain in the parking lot located at the back of the property. Town Administrator Rinkerman will proceed with discussing the project with the property owner.

Town Administrator Rinkerman advised that she received a signed annexation agreement from the Bainbridge Development Corporation (BDC). They will be at the January Town Council meeting to provide an update. She also provided an update regarding Hopkins Quarry and the current contamination, the watershed study completed by ACE, the grant reward of \$50,000 for the façade improvement program, the Marina Park property donated to the town, and the RFP for the steps.

COUNCIL REPORTS – Mayor Kuhs attended the BTU Partnership Award Ceremony representing the town for the Gas House partnership and presented the award which was received.

PUBLIC COMMENT – No public comment.

ANNOUNCEMENTS – Town Hall will be closed December 23 and 26 for the Christmas holiday.

The meeting adjourned at 8:46 p.m. Meeting audio is available upon request.

Attest:



Vicky Rinkerman, Town Administrator

Approved:



Robert Kuhs, Mayor