



**Town of Port Deposit  
Town Council Meeting Minutes  
Legislative Meeting  
Conference/Video Meeting  
January 5, 2021**

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

**CALL TO ORDER**

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

**PRESENT:** In person: Mayor Tome, Deputy Mayor Kuhs, Councilman Knight, Councilman Brown, Councilman Broomell, Town Administrator Rinkerman, Finance Manager Sookiasian, and Chief of Police Smith. Via Zoom: Legal Counsel McCarron and Larry Trout – RK&K.

**ABSENT:** None

**SAFETY TIP OF THE MONTH** – Mayor Tome presented the Safety Tip of the Month to Council.

**WELCOME BY MAYOR TOME** – Mayor Tome stated that he will be stepping down as Mayor and has accepted the position of Director of Emergency Services for Cecil County. He expressed gratitude for the Town Council and town staff's work during his tenure.

**APPROVAL OF MINUTES**

Meeting Minutes from Town Council December 1, 2020 Legislative Meeting and December 15, 2020 Work Session Meeting were presented.

Motion was made by Councilman Knight to approve the minutes as presented. Seconded by Councilman Brown. All in favor. Motion carried.

**PUBLIC COMMENT** – None

**PUBLIC HEARING**

Grant Application Draft – Maryland Department of Housing and Community Development, Community Development Block Grant for Granite Avenue and Race Street Drainage Improvement Project Overview

Town Administrator Rinkerman provided the Council a copy of the draft CDBG grant application and the map of the Granite Avenue and Race Street Drainage Improvement Area Project. She also reviewed the budget for the project and provided the Council a copy of the budget details for the project.

Larry Trout – RK&K provided a brief overview of the project as the lead engineer. He stated they are currently in the process of getting survey information, utility designation, and geotechnical warrants. He provided an overview of the project timeline.

Public Comment – No public comment.

Council Comments – No discussion by Council.

**OLD BUSINESS –**

Ordinance 2020-09 – Article II Basic Definitions and Interpretations, Section 12 Definitions to revise the definitions for types of residential uses.

Town Administrator Rinkerman presented Ordinance 2020-09, relative to amendments to the Port Deposit Zoning Code, clarifying definitions and the language used to distinguish different types of dwellings.

Motion was made by Councilman Knight to approve Ordinance 2020-09 as presented. Seconded by Councilman Broomell. All in favor. Motion carried.

Ordinance 2020-10 – Article X Permissible Uses, Section 175 Table of Permissible Uses to revise the types of residential uses permitted in each zoning district.

Town Administrator Rinkerman presented Ordinance 2020-10 and explained that the ordinance amends different permitted uses and reflects the language and definitions that were amended in Ordinance 09-2020.

Motion was made by Councilman Brown to approve Ordinance 2020-10 as presented. Seconded by Councilman Knight. All in favor. Motion carried.

Ordinance 2020-11 – Article XII Density and Dimensional Regulations, Section 219 Building Setback Requirements and Section 226 Schedule of Zone Regulations to revise the language for front setback requirements and the residential housing definitions in the Zone Regulations table.

Town Administrator Rinkerman presented Ordinance 2020-11 which permits the Planning Commission to establish build-to lines for new construction to ensure it fits with the esthetic of the town and surrounding homes.

Motion was made by Councilman Broomell to approve Ordinance 2020-11 as presented. Seconded by Deputy Mayor Kuhs. All in favor. Motion carried.

Ordinance 2020-12 – Article XI Supplementary Use Regulations, Section 176 Accessory Apartments, 185 Residential Structures – Single Family Attached and Multiple Units and new townhouse dwellings and multi-family dwellings.

Town Administrator Rinkerman presented Ordinance 2020-12 and explained that the amendments help to define what is permitted in specific districts and to clarify language in the Port Deposit Zoning Code.

Motion was made by Councilman Knight to approve Ordinance 2020-12 as presented. Seconded by Councilman Brown. All in favor. Motion carried.

**NEW BUSINESS**

Charter Amendment Discussion and next steps- Legal Counsel McCarron presented an issue to the Council that was found by the Bond Counsel in regards to a previous charter amendment in 2019 which reduced the Town Council from six members to four members. Legal Counsel McCarron explained that in 2018 there was a change in the state statute which added a 21 day notice public hearing requirement to all charter amendments. There was no public hearing held for the mentioned charter amendment, even though all proper public notices were advertised as previously required. Legal Counsel McCarron recommended the specific charter amendment be reconsidered along with any ordinances or resolutions where less than four Council members were present.

Resolution 01-2021 – Zoning Map Technical Error – Town Administrator Rinkerman explained to the Council that after inquiry of the Silver Cross Apartments at 125 Jacob Tome Hwy., she noticed a technical error in the reproduction of the zoning map in 2020. The parcel was not mapped as C-1 Town Commercial as it was designated in the 2003 Comprehensive Rezoning Map. Town Administrator Rinkerman presented Resolution 01-2021 to correct the technical error on the current Port Deposit Zoning Map to note this property is zoned C-1 and not R-2.

Motion was made by Councilman Knight to approve Resolution 01-2021 – Zoning Map Technical Error as presented. Seconded by Deputy Mayor Kuhs. All in favor. Motion carried unanimously.

#### Resolution 02-2021 – Waterfront Promenade Dedication

With the passing of Mr. Jack Conrad, Mayor Tome presented Resolution 02-2021 acknowledging all of his support, contributions, and dedication to the Town of Port Deposit and Water Witch Volunteer Fire Company. Resolution 02-2021 serves to designate the waterfront promenade along the Town's Susquehanna River shoreline as the "Conrad Promenade".

Motion was made by Deputy Mayor Kuhs to approve Resolution 02-2021 – Waterfront Promenade Dedication. Seconded by Councilman Brown. Roll call vote: Broomell – Y, Kuhs – Y, Knight – Y, Brown – Y. All in favor. Motion carried unanimously.

#### **REPORTS TO COUNCIL**

Finance Manager Sookiasian provided the Council Draft I of the FY 2022 Budget. These documents provided details comparing the current year's budget to the current year's forecast and the current year's budget to next year's budget.

Finance Manager Sookiasian provided the Council with financial reports and updates for the month of December. Finance Manager Sookiasian provided additional updates on various projects including repair of the speed radar unit.

Mayor Tome commended the Public Safety Committee and Chief of Police Smith for their time, efforts, and work serving the town.

Chief of Police Smith provided the monthly reports for the month of November and December 2020. Within the reports Chief Smith stated the County's statistics in addition to her own, along with the meetings and training attended. Chief Smith informed the Council that she has cut the Cecil County Sheriffs Office's to four shifts per week due to the lower crime rate. She also stated that the Tractor Trailer Enforcement MOU

with MDTA is in process and she will sign and return the MOU as soon as possible. Deputy Mayor Kuhs asked Chief Smith to provide an overview of the MOU, which she stated the MOU will allow MDTA to come to the Town of Port Deposit at any time for enforcement.

Town Administrator Rinkerman provided the Council an update on the "Winter Lights ~ Cecil Nights" promotion which the town is participating in by encouraging businesses and residents to keep their white and blue lights up through January and February, and a Snowflake Hunt event to take place within town.

Town Administrator Rinkerman presented a potential line of funding through the U.S. Army Corp of Engineers for feasibility study the Flood Gate Project. She prepared a letter of intent if the Town Council is interested in proceeding for potential funding. The Town Council direct staff to proceed. Town Administrator Rinkerman provided updates on the Community Legacy Projects and the current CDBG grant in process.

Councilman Broomell inquired about the abandoned property next to the Rice Tot Lot/Dog Park. Town Administrator Rinkerman stated that she will be contacting County Executive Hornberger to finalize steps regarding the abandoned property.

**COUNCIL REPORTS** – None

**PUBLIC COMMENT** – None

**VACANCY OF THE OFFICE OF MAYOR AND COUNCIL SEAT** – Town Administrator Rinkerman informed the Council that with the resignation of Mayor Tome, the Council must select a Council member to fill the Mayor's seat for the remainder of the term, expiring May 2023. Council must also elect an individual to then fill the vacant Council seat as soon as possible. A public notice will be published to advertise the vacancy that is to expire on May 2021.

Motion was made by Councilman Knight to appoint Deputy Mayor Kuhs as Mayor for the remainder of Mayor Tome's term. Seconded by Councilman Broomell. Roll call vote: Brown – Y, Knight – Y, Broomell – Y. All in favor. Motion carried unanimously.

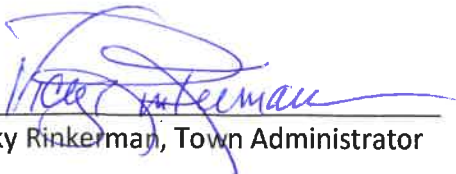
Motion was made by Councilman Knight to appoint Councilman Brown as the Deputy Mayor. Seconded by Deputy Mayor Kuhs. Roll call vote: Broomell – Y, Kuhs – Y, Knight – Y. All in favor. Motion carried unanimously.

**ANNOUNCEMENTS** – Deputy Mayor Kuhs presented Mayor Tome a plaque to honor and express gratitude for the Mayor Tome's outstanding leadership and public service to the Town of Port Deposit.

The next Town Council meeting will be held on Tuesday, January 19, 2021 at 7:00 p.m.

The public meeting was adjourned at 8:03 p.m. The meeting was recorded and audio is available upon request.

Attest:

  
Vicky Rinkerman, Town Administrator

Approved:

  
Robert A. Kuhs, Deputy Mayor