



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

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

CLOSED EXECUTIVE SESSION – At the October 17, 2023 Council meeting, Motion made by Deputy Mayor Brown to convene in executive closed session at 7:32 PM pursuant to the Annotated Code of MD, General Provisions Article, Title 3, Subtitle 3-305 (1) to discuss a matter relative to appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals. Seconded by Councilman Knight. Roll call vote – Brown-Y, Knight-Y, Berlin-Y, Thiele - Y. All in favor. Motion carried unanimously. Council did not return to open session.

PRESENT AT CLOSED SESSION: Mayor Tome, Jr., Deputy Mayor Brown, Councilman Berlin, Councilman Knight, and Councilwoman Thiele.

The Mayor and Council discussed renewal of the employment agreement for the Town Administrator.

The closed executive session adjourned at 8:12 p.m. and Council did not return to open session.

CALL TO ORDER

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

PRESENT: Mayor Tome, Jr., Deputy Mayor Brown, Councilman Berlin, Councilman Knight, Town Administrator Rinkerman, Treasurer Gray and PW & Code Administrator Jamison. Via Zoom – Councilwoman Thiele and Counsel McCarron

SAFETY TIP OF THE MONTH

Mayor Tome, Jr. presented the Safety Tip of the Month to Council.

APPROVAL OF MINUTES

October 3, 2023 Legislative meeting and October 17, 2023 Work Session meeting minutes were presented.

Motion made by Councilman Knight to approve the October 3, 2023 Legislative minutes as presented. Seconded by Deputy Mayor Brown. All in favor. Motion carried unanimously.

Motion made by Deputy Mayor Brown to approve the October 17, 2023 Work Session minutes as presented. Seconded by Councilman Knight. All in favor. Motion carried unanimously.

PUBLIC COMMENT – No public comment.

PUBLIC HEARING – Resolution 08-2023 to rescind the 2009 Port Deposit Comprehensive Plan and adopt and enact the 2023 Port Deposit Comprehensive Plan.

Jamie Kendrick, Project Manager, Mead & Hunt provided an overview and review of draft plan.

Deputy Mayor Brown thanked the Planning Commission and Jamie Kendrick regarding their work on the Comprehensive Plan Draft and suggested an amendment on page 24, Section 4.5 to change #4 on the map to RM – High Density Residential District to match the School House Apartments zoning.

Deputy Mayor Brown suggested a revision on page 7, second paragraph to move “Snow Hill” in succession with the Tome School Campus, Italian Gardens, and Snow Hill...and “to honor the legacy of...”

Councilman Knight requested clarification regarding section 3.2 on page 12. Jamie Kendrick provided an explanation on public facilities requirements.

Discussion ensued regarding integrating the Planning Commission and Historic Area Commission in regards to processes, living shoreline concerns, relocation of the Public Works garage, and defining “historic” and period of significance.

Public comment – Joe Moran suggested a revision on page 27, #4, changing “approximately 30 acres” to “approximately 47 acres”.

Motion was made by Deputy Mayor Brown to amend the future land use map area 4 to reflect RM – High Density Residential District based on the School House Apartments identified. Seconded by Councilman Knight. Roll call- Brown-Y, Knight-Y, Berlin-Y, Thiele-Y. All in favor. Motion carried unanimously.

Motion was made by Councilman Knight to adopt the 2023 Comprehensive Plan as amended. Seconded by Deputy Mayor Brown. Roll call- Brown-Y, Knight-Y, Berlin-Y, Thiele-Y. All in favor. Motion carried unanimously.

OLD BUSINESS - No old business.

NEW BUSINESS

Appointment – Cecil County Economic Development Commission – Mayor Tome, Jr. presented a letter requesting the town to appointment a representative to the Cecil County Economic Development Commission.

Deputy Mayor Brown volunteered to serve as the representative for the town on the Cecil County Economic Development Commission. Council agreed.

Resolution 09-2023 Port Deposit Investment Policy – Town Administrator Rinkerman stated Treasurer Gray has reviewed previous resolutions and presented Resolution -09-2023 to rescind Resolution 96-3 and Resolution 96-5 for the Port Deposit Investment Policy and to adopt a new one.

Motion made by Deputy Mayor Brown to approve Resolution 9-2023 Port Deposit Investment Policy. Seconded by Councilman Berlin. Roll call vote: Berlin – Y, Knight – Y, Brown – Y, Thiele – Y. All in favor. Motion carried unanimously.

Resolution 10-2023 Amendment to the Port Deposit Code – Town Administrator Rinkerman withdrew the resolution and will present this at a later time through an ordinance.

Employment Agreement- Mayor Tome, Jr. stated that the Mayor and Council have agreed to extend Town Administrator Rinkerman’s employment for another 2-year term.

Motion made by Councilman Knight to approve the employment agreement as presented. Seconded by Deputy Mayor Brown. Roll call vote: Berlin – Y, Knight – Y, Brown – Y, Thiele – Y. All in favor. Motion carried unanimously.

REPORTS TO COUNCIL

PUBLIC WORKS & CODE – PW & Code Administrator Jamison provided updates to the Council on projects completed and currently in process. This included comfort station winterization, Pocket Rock Park unveiling, and the town clean-up day.

TREASURER – Treasurer Gray stated that she is in the process of having someone prepare a plan in regards in investments and will present a recommendation at the next meeting. Treasurer Gray stated that she started running the bank reconciliations through the system/software as a new process that has not been done previous years and cleared out transactions from 2009 forward. She provided reports for the capital and general accounts.

Deputy Mayor Brown asked to include in the financial reports a year-to-date of the budget compared to the annual budget to show where the town stands.

TOWN ADMINISTRATOR – Town Administrator Rinkerman provided various updates to include the October 12, 2023 Planning Commission meeting, streetscape light decorating, town Christmas tree update, tree lighting event on December 2, 2023, sustainable community re-designation, SHA transportation alternatives program and grant update, Granite Ave and Race Street Storm Water Drainage project and RFP update, and Rock Run Stream and embankment project.

COUNCIL REPORTS –

Councilman Berlin stated that the newsletter has been posted and had good feedback.

Councilman Knight inquired about automated truck enforcement. Discussion ensued and Town Administrator Rinkerman advised the MDTA is back in town in full force performing truck enforcement.

Mayor Tome provided up an update regarding the SHA meeting he attended where they discussed the drainage project. At the SHA meeting he mentioned improving the 4 way stop in town and suggested making improvements and/or possibly flashing lights, and school bus stop suggestions due to safety concerns.

Deputy Mayor Brown suggested resurrecting a fire lane in front of Lee’s Landing Dock Bar. Mayor Tome will

follow up with the Fire Marshall in regard to the request.

PUBLIC COMMENT – Brian Davis inquired if the town had any update to getting a cross walk by the basketball court. PW & Code Administrator Jamison stated he discussed with SHA and provided an update.

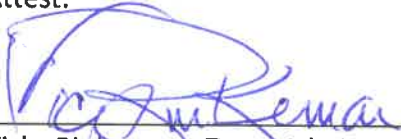
Erica Berge inquired who would the town need to contact to potentially get “School Bus stop ahead” signs put on Route 222. She also invited the town to CCU for the Healthier/Safer Town’s Forum on November 8, 2023.

ANNOUNCEMENTS

Planning Commission meeting November 16, 2023 at 7:00pm in Town Hall, 64 S. Main Street – Zoning Ordinance draft discussion.

The meeting adjourned at 8:33 p.m. Meeting audio is available upon request.

Attest:



Vicky Rinkerman, Town Administrator

Approved:



Wayne Tome, Jr., Mayor