



**Town of Port Deposit
Town Council Meeting Minutes
Work Session Meeting
Conference/Video Meeting
February 21, 2023**

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

CLOSED EXECUTIVE SESSION – At the February 7, 2023 Council meeting, motion was made by Deputy Mayor Brown, seconded by Councilman Tome, Jr., to convene in closed executive session at 8:37 p.m., pursuant to the Annotated Code of Maryland, General Provisions Article, Title 3, Subtitle 3, Section 3-305 (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals relative to appointments to appointments to Boards and Committees. ROLL CALL VOTE: Mayor Kuhs – Y, Deputy Mayor Brown – Y, Councilman Berlin – Y, Councilman Knight – Y and Councilman Tome, Jr. – Y.

PRESENT: Mayor Kuhs, Deputy Mayor Brown, Councilman Berlin, Councilman Knight via Zoom, Councilman Tome, Jr., and Town Administrator Rinkerman.

The Council discussed a personnel matter with one of the Public Works positions. The Closed Executive Session meeting was adjourned at 9:25 p.m. and Council did not return to open session.

CALL TO ORDER

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

PRESENT: In person: Mayor Kuhs, Deputy Mayor Brown, Councilman Berlin, Councilman Knight, Councilman Tome, Jr., Town Administrator Rinkerman, and PW & Code Administrator Steffen. Via Zoom: Treasurer Sookiasian and Counsel McCarron.

PUBLIC COMMENT – No public comment.

OLD BUSINESS

Public Works Equipment/Lawn Mower – PW & Code Administrator Steffen advised that he is still looking for a compatible lawn mower. He obtained a quote from Ag. Industrial, in addition to Mayor Kuhs providing a quote from Burke. PW & Code Administrator Steffen stated after speaking with Treasurer Sookiasian and different companies, he recommends not going with a residential mower as previously stated, since residential mowers offer only a 30 day warranty if used commercially. Steffen recommended to continue searching for a commercial mower.

Public Works Truck - PW & Code Administrator Steffen presented two(2) quotes for a new F-250 Public Works truck. He stated that he cannot find a F-350 as the Council requested. Treasurer Sookiasian suggested to look outside the scope of Ford if necessary. Councilman Tome, Jr. stated that he would contact an individual who helps to obtain trucks for the fire department.

NEW BUSINESS

Sheriff's Office Contract – Treasurer Sookiasian presented the CCSO Contract Renewal. He stated that the rates are the same as the year prior.

Motion was made by Councilman Knight to approve the CCSO contract as presented. Seconded by Councilman Tome, Jr. Roll call vote: Knight – Y, Brown – Y, Berlin – Y, Tome – Y. Motion carried unanimously.

Sound System - Postponed

Draft Resolution 01-2023 – Social Media Policy - Town Administrator Rinkerman presented Draft Resolution 01-2023 explaining that the resolution regarding elected officials shall be inserted in the Port Deposit Code. Counsel McCarron explained that since social media acts as a simultaneous exchange between officials and could act as a quorum, it ensures that all officials know the do's and don'ts before posting on social media. Counsel McCarron advised that most other towns have these policies in place.

Draft Resolution 02-2023 – Amendment to Employee Manual – Town Administrator Rinkerman presented Draft Resolution 02-2023 and explained the minor amendments to Section 03-07 of the Port Deposit Employee Manual.

Draft Resolution 03-2023 – Disposal of Town Property Policy – Town Administrator Rinkerman presented Draft Resolution 03-2023 in regards to a policy for the disposal of town property and the need for a checks and balances system for approval. Other towns have a procedure in place for disposal of town property in which Draft Resolution 03-2023 was based. Councilman Berlin suggested an amendment stating "The Council will review all bids..." rather than "The Council may review all bids...". Council agreed and the revised Resolution will be presented at the next meeting.

COUNCIL REPORTS

Councilman Knight advised upon receipt of the constant yield tax report from the state that shows the expected income based on the tax rate, he would like the Council to consider lowering the tax rate by approximately 5%. The tax rate will be voted on in May and he wants to give back to the residents of Port Deposit. Treasurer Sookiasian provided details on the matter, which the Council discussed further.

Councilman Berlin again reiterated his concern of trashcans left on the sidewalks and that it still remains an issue. He inquired what steps PW & Code Administrator Steffen has taken from the last meeting. PW & Code Administrator Steffen stated that unfortunately it is mostly rental properties. Council urged Mr. Steffen to notify the property owner rather than just the tenant, and to start implementing the fines.

PUBLIC COMMENT – No public comment.

ANNOUNCEMENTS – Community Art Project with Community Connecting has been announced on media sites – deadline for artists to submit a proposal is March 1, 2023.

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 (1) to discuss a personnel matter relative to appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals relative to appointments to Boards and Committees. Seconded by Deputy Mayor Brown. Roll call vote: Berlin – Y, Brown – Y, Tome – Y, Knight - Y. All in favor. Motion carried unanimously. Council did not return to open session.

The meeting adjourned at 7:50 p.m. Audio recording is available upon request.

Attest:



Vicky Rinkerman, Town Administrator

Approved:



Robert A. Kuhs, Mayor