



**TOWN OF PORT DEPOSIT
TOWN COUNCIL LEGISLATIVE MEETING
September 2, 2025**

MEETING MINUTES

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

PRESENT: Deputy Mayor Kevin Brown, Councilman Daniel Berlin, Councilwoman Randa Thiele, Town Administrator Vicky Rinkerman, Treasurer Patti Gray, Public Works and Code Administrator Dan Jamison.

ABSENT: Mayor Wayne Tome Jr., Councilman Tom Knight.

CALL TO ORDER

The meeting was called to order by Deputy Mayor Brown at 7:00 p.m.

APPROVAL OF MINUTES

The legislative meeting minutes of August 5, 2025, were presented. Motion e was made by Councilwoman Thiele, seconded by Councilman Berlin, to approve the August 5, 2025 minutes as presented. All in favor. The motion carried unanimously.

WELCOME

The Council formally welcomed Mary Culver, Administrative Assistant, as the newest member of the Town Hall staff; she was unable to attend the meeting.

SHERIFF'S OFFICE UPDATE

Corporal Tyler Price was not in attendance to provide any updates.

PUBLIC COMMENT

Kerry Abrams, 29 High Street, raised concerns about nonresident vehicles frequently becoming stuck on High Street. As a dead-end road with limited space for turning around, this has led to instances of property damage. Ms. Abrams noted that the "Dead End / Residents Only" sign is poorly positioned, placed too far from the entrance of the street, and obstructed by overgrown tree branches, reducing its visibility and effectiveness. She also mentioned that an abandoned vehicle at the end of the street further restricts space for turning, worsening the issue.

The Council acknowledged and validated Ms. Abrams' concerns. They agreed that the sign should be relocated closer to the entrance of the street and that surrounding vegetation should be trimmed to improve visibility. Public Works & Code Administrator Jamison will oversee the relocation of the sign and the removal of the obstructing vegetation. Town Administrator Rinkerman will issue a written notice to the owner of the abandoned vehicle requiring its removal.

OLD BUSINESS

Banner and Visitor Counter Update: At the request of Mayor Tome Jr., Town Administrator Rinkerman researched potential grant opportunities and identified one available for both projects through the Lower Susquehanna Heritage Greenway. If awarded, this grant would provide 50% funding for both projects. The application can be submitted in the Fall.

Façade Grant Update: Town Administrator Rinkerman requested that the Town contribute \$276 toward the \$50,000 state grant, which has already been received. The additional contribution would allow the last two applicants to receive an even \$5,000 each.

Motion was made by Councilwoman Thiele, seconded by Councilman Berlin, to award \$5,000 to each applicant. All in favor. The motion carried unanimously.

Gator Equipment Update: Public Works and Code Administrator Jamison reviewed the planned purchase of the Gator equipment and related accessories. The Council agreed that a snow plow and enclosed cabin doors are necessary additions. As these items are already included in the budget, no formal vote was required.

NEW BUSINESS

MOU Visitor Center: The proposed Memorandum of Understanding (MOU) with Towson University requests that students open and operate the Tome Visitor Center when volunteers are unavailable, helping to ensure the center remains open on weekends in June, July, and August from 12:30-4:30 PM. Since students already use the facility for overnight accommodations as part of Map Turtle research, it is a practical and efficient solution to have them manage the center while they are on site. Town Administrator Rinkerman has sent the draft MOU to Towson University for review and is currently awaiting feedback.

MOU Cecil County: Town Administrator Rinkerman presented an MOU outlining Cecil County's commitment to supporting a business development project, for the Council's review and approval. This includes a proposed \$100,000 conditional loan, as outlined in an agreement between the State of Maryland (Department of Commerce), Cecil County, and the business. While a formal vote was not taken, the Council expressed its approval of the MOU. As Mayor Tome Jr. was not present, Town Administrator Rinkerman will provide the MOU to him for signature at his earliest convenience before forwarding it to the County.

Bainbridge Museum Request: The Bainbridge Museum has requested that the Town consider purchasing a banner to commemorate the 250th birthday of the United States Navy, which is on October 13, 2025, to be displayed in Town. Town Administrator Rinkerman noted that the cost would not exceed \$200. As this qualifies as a petty cash expenditure, a formal vote is not required. The Council expressed its agreement with the purchase.

REPORTS TO COUNCIL

Public Works and Code Administrator Jamison reported that the sidewalk repairs at the promenade have been completed. In addition, new materials have been ordered to address damage at the boat launch area, which occurred when a boat collided with the structure recently.

Treasurer Gray reported on the current budget, bank reconciliation, and Capital Budget Fund. She advised that the auditors have conducted a one-day visit and expect to complete their review no later than October.

Town Administrator Rinkerman reported that the Historic Area Committee (HAC) approved railing materials for 260 N. Main Street on August 20, 2025 and the Planning Commission granted preliminary approval on August 14, 2025 to BLC Lot A LLC's site plan for an industrial building and related amenities, pending County requirements before final approval. The committee overseeing the TAP grant met and discussed proposed improvements to Marina Park, including initial park use and a preliminary concept from the engineer. The review of the RFP for the Rock Run Bridge project, has been completed, and release is anticipated within 2-3 weeks. The CDBG grant for \$600k in additional funding for the Granite Avenue and Race Street storm drain project has been approved and signed by Mayor Tome Jr. The timeline for completion of this project is critical.

COUNCIL REPORTS

Councilman Berlin reported that the Town newsletter is nearing completion and will be available this month. He also noted that the sign for the children's library is in progress.

Councilwoman Thiele expressed appreciation to Bill Baron of the Planning Commission and Town Administrator Rinkerman for keeping her informed. She recognized Town Administrator Rinkerman for her hard work and dedication to the Town, and voiced her support for Erica Berge of Community Connecting Us in her candidacy for delegate. She shared her observations from visiting other towns, noted the importance of emergency management, highlighted that Port Deposit is part of the Cecil County Emergency Management Plan, and mentioned the need to update the Town's plan. She was advised of the status of the Town Hall security system. She also requested that small Port Deposit flags be ordered and proposed a Fall cleanup on November 22 for bulk item disposal and for volunteers to assist with a Town cleanup, pending confirmation from Mayor Tome Jr. and with advance notice to residents.

PUBLIC COMMENT

Kerry Abrams commended the Public Works Department for their efforts in keeping the streets well cleared of snow and ice during the winter months.

ANNOUNCEMENTS

Port Deposit Pirate Takeover - September 20 & 21, 2025, in Marina Park and Downtown

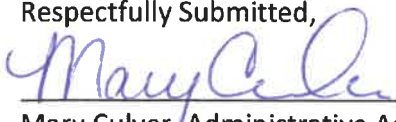
Holiday Planning Meeting – Tuesday, September 16, 2025, at 6:00 p.m.

Mayor's Holiday Appreciation Party – Saturday, December 13, 2025, at 6:00 p.m.

ADJOURNMENT

There being no further business, the public meeting was adjourned at 8:05 p.m.

Respectfully Submitted,


Mary Culver, Administrative Assistant

Approved:


Kevin Brown, Deputy Mayor