



**Town of Port Deposit
Town Council Meeting Minutes
Legislative Session Meeting
July 11, 2017**

CALL TO ORDER

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

PRESENT: Councilman Broomell, Councilman Brown, Councilman Haines, Deputy Mayor Kuhs, Councilwoman Rodgers, Town Administrator Rinkerman

ABSENT: Councilman Knight, Mayor Tome, Legal Counsel Herring

SAFETY TIP

Deputy Mayor Kuhs provided the safety tip for July, UV Safety Month.

MINUTES

Minutes from the June 6 Legislative Meeting were presented for approval. (The June 20 Work Session Meeting was cancelled.)

Motion was made by Councilman Haines to approve the June 6 meeting minutes, second by Councilwoman Rodgers. All in favor, motion carried.

PUBLIC COMMENT

There was no public comment.

PRESENTATION –

The Planning Commission Annual Report - Town Administrator Rinkerman explained the purpose the report serves. She advised that the report does not require a vote by Council.

NEW BUSINESS

Deputy Mayor Kuhs reported to Council that there has been a boat tied up to the floating docks since July 4. He advised that the time violates the 72-hour regulation. Finance Manager Sookiasian advised that he would look into the issue.

Insurance Coverage Review and Consideration – Finance Manager Sookiasian Finance Manager Sookiasian stated there are three items for consideration for consideration:

- Flood Insurance for the Visitor Center – Value of building is \$900,000 but is capped at \$500,000. Cost of insurance is \$14,000 per year. The elevation at the floor of the building is eight feet. The flood elevation is eleven feet, so there is a potential of three feet of water entering the building. Project Manager Read advised that in her opinion, a flood would not do much damage and most of the clean-up could be done with a

pressure washer. Finance Manager Sookiasian recommended that the Town not purchase flood insurance for the property.

Deputy Mayor Kuhs also provided a quote that was the same as Selective. Both quotes assumed a \$5,000 deductible. He also advised that Project Manager Read noted that the redesign was planned with the possibility of flooding. The town is provided flood warnings, and the chair lift could be used to move items to the second level of the building. Deputy Mayor Kuhs also recommends that the Town not purchase the flood insurance.

There was a consensus by Council that we did not need flood insurance on the Visitor Center.

- Flood Insurance for the Public Works Building – The flood insurance for the building at 129 S. Main is \$5,500, which reflects an increase of \$1,000. Some of the existing equipment is already raised and equipment could be moved to higher ground before the flood.

Councilwoman Rodgers suggested that we have a written plan for moving the equipment.

Town Administrator Rinkerman noted that there is a written plan provided by Exelon that would be helpful and could be used to tie in to the plan.

There was a consensus by Council that we did not need flood insurance on the Visitor Center.

- Bonding for the Treasurer. Bonding is required by Charter. Previous premium was \$797. LGIT recommends that the coverage be in place regardless of the title of person handling funds. The current cost is \$3,100.

Motion was made by Councilman Brown to purchase the Bonding Insurance, second by Councilman Haines. All in favor, motion carried.

DISCUSSION

- Visitor Center Update – Town Administrator Rinkerman
She has been working with Bathon Builders to get the certificate of occupancy (COO). The Towson students have been doing observation from the building. The delay is the final inspection of the chairlift. The installer had a third party inspect it, but it must also be inspected by an inspector from the State of MD. Inspection has been scheduled for August 3, 2017. However, Bathon is working on a temporary COO that should be in place by the end of the week.

The second part is getting the Visitor Center opened and staffed. We are attempting to get volunteers; four people have signed up. Town Administrator Rinkerman has made contact with the MD Dept. of Tourism about the hours and days they require the center to be open. She advised them that this is a summer resort town and it does not make sense to have

someone there in the winter. Town Administrator Rinkerman recommended the center be open Friday, Saturday, and Sunday from 11:00 – 4:00. She will also pursue the County Tourism Bureau possibly rotating their weekends through Port Deposit as well as Northeast.

Councilwoman Rodgers asked about the Bainbridge Museum moving into the Center. Town Administrator Rinkerman noted that most of their volunteers wish to stay in the bank building as long as possible because there is not enough room for all displays in the center.

Councilman Brown asked if we were not in full compliance at this time with the terms of the grant, does that mean that we will have to potentially bite the bullet and staff the center. Town Administrator Rinkerman responded that we should have enough volunteers to staff the center. The next phase of development in the park is the Veterans Memorial Garden, which may have a big tourist draw. We may be able to sell items to help offset any operational cost.

REPORTS TO COUNCIL:

Code Officer Mann – No report but Town Administrator Rinkerman gave an update. Code Officer Mann has been working on the façade grant applications. The top six will go before Historic Area Commission (HAC) at the next meeting. She has also been sending letters to property owners about violations.

Town Administrator Rinkerman

- HAC approved the sign for 66 South Main Street.
- The Planning Commission provided recommendations for the sub-division and site plan for the new wastewater treatment plant on Bainbridge. The approval is contingent upon review by KCI of the amended site plan. The public hearing is scheduled for August 1.
- The MHT grant for phase I, the structural engineering of the Tome Steps has been approved.
- Artesian Maryland received an appropriations permit from the MD Dept. of the Environment, probably in anticipation of what has been happening on Bainbridge.
- She met with three DHDC officials today. They were very satisfied with the first year's Façade Improvement Program. They received applications totaling \$36 million and only have \$6 million to disburse this next grant cycle.
- MVA stats included in report.
- No movement on boundary survey.
- Working Waterfront grant application was submitted.
 - Deputy Mayor Kuhs asked if the piece of property that we do not own in the park would have an effect on that. Town Administrator Rinkerman understands that Mr. Michael is trying to take over ownership of that and the two-acre parcel on the other side of the track. She noted that piece of property sits in the middle of the park and that they cannot land lock our property. Anything they want to do would have to come before the Planning Commission.
- Maryland Historic Trust still moving forward with property evaluations.
- Legal Counsel Herring has been trying to get a resolution on ownership of Race and Granite with the County. There is nothing showing those roads were turned over to us.

Finance Manager Sookiasian

- Finance Manager Sookiasian distributed a preliminary June report.
- There is a \$73,900 surplus, but \$20,000 is for the boundary survey that will be budgeted for FY 2018.
- Part of the variance is also money due to the Cecil Co. Sheriff's office, since all of the invoices have not been submitted for payment.
- There was a small variance in local taxes (less than \$300).
- Trash collection payments are \$10,000 behind.
- There is a favorable variance of \$80,000.

COUNCIL REPORTS:

- Councilman Haines asked if there was any movement on the house that burned. Town Administrator Rinkerman stated that the owner needs to have the sewer and water lines capped off. Discussion ensued regarding options for the town to proceed with the demolition.

PUBLIC COMMENT: No public comment.

ADJOURNMENT: The meeting was adjourned at 8:10 p.m.

Approved:

Bob Kuhs Deputy Mayor

Attest:

Vicky Rinkerman, Town Administrator