



SNOW HILL MAYOR AND COUNCIL MEETING

**Mayor & Town Council Meeting Minutes
Tuesday, January 10th, 2024**

7:00pm – Regular Session

A regular meeting of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, January 10th, 2024, with Mayor Pruitt presiding.

PUBLIC OFFICIALS PRESENT

Mayor Mike Pruitt
Councilmember Diana Walsh
Councilmember Janet Simpson
Councilmember Margaret Ann Fletcher

STAFF IN ATTENDANCE

Rick Pollitt, Town Manager
Maureen Howarth, Esq. Town Attorney
Lounell Hamstead, Finance Manager
Andy McGee, Police Department Chief
Carol Sullivan, Executive Administrator
Melissa Kempfer, Clerk

Mayor Pruitt called the meeting to order at 7:00 pm. The Mayor led the Pledge to the Flag and called for a moment of silence following.

1. Notice and report on Closed Session

Mayor Pruitt read the Closed Session Notice and Report from the Work Session on January 3, 2024.

2. Approval of Minutes

Councilmember Walsh made a motion to approve December 12th 2023’s Town Hall Meeting minutes. Seconded by Councilmember Simpson.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Councilmember Simpson made a motion to approve January 3rd 2024's Work Session minutes. Seconded by Councilmember Fletcher.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

3. Treasurer's Report

Treasurer Walsh read the beginning and ending balance of the Town of Snow Hill for the month of December 2023. Opening balance was \$5,387,502 and closing balance was \$5,233,165.

Councilmember Walsh spoke to the Council about exceeding the budget appropriate for legal fees. Mrs. Walsh asks to meet with the Council for a special work session to discuss options for a resolution or ordinance addressing the legal fees the Town of Snow Hill is occurring. Councilmembers Simpson and Fletcher both agreed to the meeting.

Councilmember Walsh made a motion to schedule a Special Work Session for the Town Council on January 16th, 2024 at 4:30 to discuss town legal fees. Seconded by Councilmember Simpson.

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<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Councilmember Simpson made a motion to approve the Treasurer's Report. Seconded by Councilmember Fletcher.

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<u>Margaret Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

4. Town Manager's Report

Town Manager Pollitt introduce the new temporary Code Enforcer, Kevin Brown. Mr. Pollitt updated that the town had received 3 potential candidates for the Code Enforcer position. Councilmember Walsh asked about the hiring process of the Code Enforcer position. Councilmember Walsh expressed that she felt the Council should have input in the hiring process of the Code Enforcer position. Mrs. Walsh stated that she felt that the Code Enforcer position needed to handled as a department head hire and would like to meet

with her fellow Councilmembers to discuss an amendment to the Town Charter. Councilmembers Fletcher and Simpson agreed to further discussion in a meeting.

Councilmember Walsh made a motion to have a Special Work Session on January 23rd, 2024 at 5:00pm to consider a Charter amendment to change the title of the Code Enforcer position to a Department Head. Seconded by Councilmember Simpson.

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Councilmember Walsh spoke about Codes Department concerning the Mumford Street property. The owners of the property had received an out of compliance letter and charged \$200. The owners have since brought the property in to compliance and would like a refund of their money. Councilmember Walsh expressed that the Mumford property owner has not provided plans or a contractor. Mayor Pruitt asked the Council to allow the new temporary Code Enforcer a few days in his new role before addressing the issue.

Town Manager Pollitt gave an update on the Circuit Rider position. Mr. Pollitt stated that the town has a Zoom meeting scheduled on Tuesday, January 16th 2024, with a representative from the Maryland Rural Development Corporation. The corporation has their own circuit rider program and reached out to help the town find someone for the position.

Councilmember Walsh asked about Mr. Pollitt's meeting with Sperry Van Ness concerning the former PNC bank property. Mrs. Walsh inquired if the appraisal from 2016 was given to group along with the appraisal performed by William McCain & Associates. Mr. Pollitt stated that the group only asked for the appraisal from William McCain & Associates, but seemed aware of the previous appraisal. Mr. Pollitt stated that he is expected their proposal this week.

Councilmember Walsh inquired about the status of the intern. Mr. Pollitt stated that after meeting with the director of the intern program at Salisbury University, the town needs to develop a work plan for our intern. Mr. Pollitt will be working with Councilmember Simpson to develop a scope of work for the position.

Councilmember Walsh asked about more information about the Planning Commission; How are the agendas set? Who sets the agenda and how do things get added to the agenda? Mr. Pollitt shared his understanding that the chairperson of the board and the Code Enforcer would meet and set the agenda. Town Attorney Howarth explained that most agendas are code driven, depending on applications submitted. Councilmember Walsh stated that she would like the Planning and Zoning Committee to be audited and managed better.

Councilmember Simpson inquired about the dates of the Cannabis Forum. Mr. Pollitt stated that he is waiting to hear back from his contact on panel. Councilmember Simpson also inquired about a date for a Special Work Session to discuss water and sewer billing. Town Manager Pollitt stated that he is hoping to set up a work session with Davis,

Bowen and Friedel, our town engineers to discuss meters, water, and billing. Mr. Pollitt also discussed a new unfunded mandate requiring every town to have a cross-connection control policy and program to protect cross contamination of our water supply. The policy would also be discussed in the work session with Davis, Bowen and Friedel.

5. Department Reports

a. Code Enforcement Report

Councilmember Simpson spoke about meeting with Mr. Sullivan to review the new Code Enforcement software. Ms. Simpson expressed that system will be a valuable tool for the new Code Enforcement Officer.

Councilmember Walsh inquired if complaint and inspection reports were ready for the new Code Enforcement Officer. Mayor Pruitt stated that the new system should be able to produce and track those reports.

b. Economic Development Report

Economic Development Administrator Lorissa McAllister gave a review of the 2023 accomplishments and events. Miss McAllister gave updates on the 2024 Event Brochure, full Mainstreet Designation, and the Bank Street Project. Miss McAllister shared that she is working on creating a Start Up Guide for opening up a business in Snow Hill.

c. Public Works Report

Public Works Director Randy Barfield spoke about the recent storms and flooding. Mr. Barfield gave an update on the Purnell Street Infrastructure project with T.K. Construction. The project is due to start in February and will take between 90-120 days. Mr. Barfield also spoke about progress made on the Market Street project. Lastly, Mr. Barfield spoke about acceptance of septic at the sewer plant. The town needs to adopt an ordinance that outlines expectations, limits, and fees.

d. Water & Wastewater Report

Waste Water Superintendent Bob Wilt gave a brief review of the progress he has made since taking his position. Mr. Wilt has started the process of transferring his Virginia state license to Maryland.

e. Grants Office

No additional comments were made at this time. Grant Administrator Paul Bessette will be presenting at the next Town Hall Meeting.

f. Museum Report

No additional comments were made at this time. Dr. Cynthia Byrd will be presenting at the March Town Hall Meeting.

g. Police Department Report

Police Department Chief Andy McGee gave an overview of his monthly report. He shared that there was a decrease in theft calls and parking issues are being addressed in the downtown area. Chief McGee shared that the town cameras are back online and the department is working with a vendor to relocate a camera to improve the view of the flooding by the river.

h. Fire Department

No additional comments were made at this time.

6. Unfinished Business

- a. Public Hearing to declare that 211 Pettit Street and former PNC building at 309 North Washington Street are no longer needed for public use.

Councilmember Simpson made a motion to go to Public Hearing. Seconded by Councilmember Walsh.

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Public Hearing is open to solicit public comments. No public comment was made. Councilmember Fletcher made a motion to close the Public Hearing Session. Seconded by Councilmember Simpson.

- b. Councilmember Walsh made a motion to declare 211 Pettit Street no longer needed for public use. Seconded by Councilmember Simpson.

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<u>Diana Walsh</u>	<u>X</u>				
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- c. Councilmember Walsh made a motion to declare the former PNC building at 309 N. Washington Street no longer needed for public use. Seconded by Councilmember Fletcher.

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- d. Update on Vacant Building Registration

Councilmember Walsh spoke about working on an ordinance of vacant commercial properties. Councilmember Walsh asked the Council to meet for a special work session to address the ordinance. Councilmember Walsh made a motion to add the vacant property ordinance discussion to the agenda of the January 23rd, 2024 Special Work Session. Seconded by Councilmember Simpson.

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7. New Business

- a. Ordinance No. 2024-01, to sell 211 Petitt Street to Nick Monfort and Nancy Rapa. First Reading.

Town Manager did the first reading of Ordinance No. 2024-01

Councilmember Simpson makes a motion to accept the first reading of Ordinance No. 2024-01. Seconded by Councilmember Walsh.

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8. Comments from the Council

Councilmember Simpson shared her excitement about the projects that are progressing in town. Ms. Simpson also spoke about the Secretary of Housing and Community Development, Jake Day's visit to Snow Hill.

Councilmember Walsh shared that the apartments on Ironshire Street, that had been the topic of previous meetings, have installed new decking and stairs for the safety of its residents.

Councilmember Fletcher expressed her enthusiasm for the completion of town projects and echoed the thoughts of her other councilmembers.

9. Comments from the Mayor

Mayor Pruitt stated that there are still openings on Town Boards and Committees and suggestions can be submitted to Town Hall.

10. Comments from the Public

Town resident, Mrs. Gilliland, expressed her gratitude to Councilmember Walsh for her assistance in the improvements to the Ironshire apartments.

Town resident, Mrs. Culbertson stated her concerns about speeding and cut through traffic in town. Mrs. Culbertson questioned the transparency of the Town's budget to the council and public.

11. Adjournment

Councilmember Simpson made a motion to adjourn. Seconded by Councilmember Fletcher. The time was 8:42pm.

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Respectfully Submitted,

Melissa Kempfer
Clerk I