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Description automatically generatedSNOW HILL MAYOR AND COUNCIL MEETING**

**Town Hall Meeting Minutes**

**Tuesday, December 14th, 2021**

**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, December 14th, 2021, with Mayor Jewell presiding.

**PUBLIC OFFICIALS PRESENT**

Mayor Jennifer R. Jewell, Ph. D.

Councilperson Regina Blake

Councilperson Melisa Weidner

Councilperson Lisa Rob Hall

**STAFF IN ATTENDANCE**

Andy McGee, Police Chief

Dave Burt, Grants Administrator

Cynthia Byrd, Julia A. Purnell Museum Director

Lounell Hamstead, Finance Manager

Lorissa McAllister, Media, Marketing and Promotions Coordinator

Randy Barfield, Public Works Director

Rick Pollitt, Town Manager

Margot Resto, Administrative Assistant

Russ Harrison, Water & Wastewater Superintendent

Jerry Jeffra, A&E Coordinator Trainee and Communications Officer

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1. Following a **Salute to the Flag and an Invocation** by Reverend Mary Haggard, Mayor Jewell called the meeting to order at 7:03pm.
2. **Approval of Minutes** for: Work Session December 7th, 2021:
   * 1. Councilperson Weidner: 2 objections. 1: Under 4:30pm Work Session, the date is wrong. It should be December 7th, not November 7th. 2: Under page 4, Public Comments, talking about the charging stations, they don’t have a tesla (itself), just a tesla charging station.
3. On the motion of Councilperson Weidner and seconded by Councilperson Blake, minutes were approved with edits by the following vote:

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| **NAME** | **AYE** | **NO** | **ABSTAIN** | **RECUSED** | **ABSENT** |
| **Melisa Weidner** | **X** |  |  |  |  |
| **Regina Blake** | **X** |  |  |  |  |
| **Rob Hall** | **X** |  |  |  |  |
| **TALLY** | **3** |  |  |  |  |

1. **Town Manager Report**
   * 1. Rick Pollitt: Wrote his report in advance with Jean Holloway, who’s had a long history with municipal governments, will help with water/sewer rate evaluation, and to see which residents may need certain breaks on their rates. Ensured that the assessment will be made in time.
     2. Achieved the half million-dollar grant, thanks to the efforts of Dave Burt.
     3. Mayor: The grant is for the Community Development Block Grant, to fund Market Street sleeve. Wants to share this information on social media.
     4. Wants to remind everyone about the closings and holidays dates.
     5. Rick: We have an ethics board, and ask for them for their opinion on the rates/breaks on water/sewer topic.
2. **Swearing In:**
   1. Snow Hill Board of Elections – Renewing Chair
      1. Mayor: Swore in Jan King as the Chairman of the Board of Elections Supervisor and on the Historic Commission.
3. **Department Reports:**
   1. Finance Reports:
      1. Lounell Hamstead: Audits have been sent into council. Auditors will present their findings in January’s Town Hall meeting.

On the motion of Councilperson Weidner motioned and seconded by Councilperson Hall, financial reports were approved by the following vote:

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| **NAME** | **AYE** | **NO** | **ABSTAIN** | **RECUSED** | **ABSENT** |
| **Melisa Weidner** | **X** |  |  |  |  |
| **Regina Blake** | **X** |  |  |  |  |
| **Rob Hall** | **X** |  |  |  |  |
| **TALLY** | **3** |  |  |  |  |

* 1. Media, Marketing and Promotions Report
     1. Lorissa McAllister: Hit a wall with D3, the supplier of the new website designer. Finding log in credentials has been a struggle.
     2. Blackhat has supplied the town with 3 logos, to go through editing like colors. To put it up to public vote afterwards.
     3. Events and ice skate rink has been a huge draw of people.
     4. Thanked everyone for participating in the Tree Lighting Ceremony.
     5. There was appreciation for the hayrides, thanked Shawn Williams for operating the hayrides.
     6. Thanked Public Works and the Police Department for helping with the events.
     7. Ice rink will be under control of the county on the 22nd and 27th
     8. Putting together the next year’s list of events by soliciting organizations
     9. With collaboration with Dave Burt and Anne Coates, designing further into the new A & E position.
  2. Code Enforcement Report
     1. Martin Sullivan: Nothing to report.
     2. More improvements and developments on the dentist’s building. No ETA yet on finishing the project. Marty predicts approximately 4 weeks.
     3. Huntingfields still going strong and well. Sold 5 houses.
  3. Public Works Report
     1. Randy Barfield: New water service has been completed.
     2. Sturgis Park has been completed.
     3. Green Street Pavement: Contacted 3 contractors.
  4. Water & Wastewater Report
     1. Russ: Nothing to report.
  5. Museum Report
     1. Cynthia Byrd: Was late, Mayor made report in her stead.
     2. House Tour brought in 100 guests, thanked Public Works for their decoration set-up.
     3. Rotary Club made $2,500 dollars, sold over 100 tickets.
  6. Police Department Report
     1. Andy McGee: Finishing new policies and procedures.
     2. Spoke with their new web designer, hopefully will get it done soon.
     3. Wants to remind the public to be vigilant during the holiday season.
     4. A parade is being held this December 18th. 5:30 elementary school, finishing at 6:00pm.
     5. 500 COVID cases.
     6. 80% of reported data is accurate from doctor reports.
     7. Omicron, symptoms are less, deaths are even less.
  7. Fire Department Report
     1. Nothing to report

1. **Old Business – Community Legacy Grant Approval**
   * 1. Mayor: Brought it up last week and the changes that were made from the community’s feedback. Wants to bring it up to a vote to pass after answering any questions about it.
     2. Lack of racial diversity on committee, town hall committee.
     3. Mayor asked Dave about this, Dave: There are no requirements to these committees, anyone is able to join without any barriers.
     4. Mayor: Wants to know number of committee members.
     5. Dave: Committee, 5 members max, 3 years max.
     6. If business owners wanted to be a part of the committee, there was discussion to have that member be excluded from being chosen as a grant applier.
     7. Mayor: Wants to see a clear policy on who is on the committee and how members are solicited onto it.

On the motion of Councilperson Weidner motioned and seconded by Councilperson Blake, Community Legacy Grant was approved by the following vote:

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| **NAME** | **AYE** | **NO** | **ABSTAIN** | **RECUSED** | **ABSENT** |
| **Melisa Weidner** | **X** |  |  |  |  |
| **Regina Blake** | **X** |  |  |  |  |
| **Rob Hall** | **X** |  |  |  |  |
| **TALLY** | **3** |  |  |  |  |

1. **New Business**
   1. Black-Eyed Susan
      1. Asked Randy to solicit various quotes in relation to the boat, parts, fixing, repairs, etc.
      2. Wants to get in contract with a maintenance company to expedite these repairs/quotes/fixes.
      3. Randy: Many issues on the boat, and much can go wrong. It’s also not a simple process of ordering parts at a time, due to wait time and installation, which then other problems can arise at the same time. Some difficulty of getting quotes as well.
      4. Mayor and Randy: To follow up with one of the companies, to have them work after hours but to also make sure they don’t incur penalties.
      5. Lounell: Needs more numbers and quotes to be able to budget for the maintenance of the boat. The only consideration made at the time was pulling the boat out for repainting
      6. Hall to Randy: Raised up a point that on page 106 (reports) that the work is from Virginia and not Maryland, is this a mistake? Randy: To fix it.
      7. To get second quote from Edward’s Marines.
      8. There will be extra charge if contractor in report has to come out on Holidays or outside hours.
   2. Green Street Sidewalk
      1. Randy: Haven’t gotten anything back yet. Contact 1 contractor, going to contact the other two tomorrow to get quotes. This is for 160 feet of fixture, 6-foot width of curb. Will get more bang for buck for 10–12-yard worth of concrete. To go with the straight.
      2. Randy to Council and Mayor: Do you want the new lamp posts to match the old ones when the posts come back. Pretty sure he can get the same ones to match the other ones. Mayor: To find out how much it’d be to get matching lamp posts.
   3. Annual Audit
      1. January is when the audit will be talked more into detail.
2. **Comments from the Council**
   * 1. Councilperson Blake wanted to thank all the department heads and public well, much love and a wonderful holiday season.
     2. Councilperson Weidner wanted to thank all the heads for their work, especially Dave for the grant. Thanked Public Works for their hard work in the decorations. Thanked Lorissa for her work in the events.
     3. Councilperson Hall wanted to thank everyone.
3. **Comments from the Mayor**
   * 1. Wanted to thank all the town employees. Congratulated Jerry for graduating from SU, along with finishing the internship. Thanked everyone paid and volunteer alike for the hard work in the parades and events.
4. **Comments from the Public**
   * 1. Member: Wanted to highlight that local artist Olga was on the news for her decorations and painting around Town.
     2. Lorissa: Achievement of Olga has been posted online
     3. Member: Wants to stress about the importance of getting the new website up; most events or notifications are non-existing.
     4. Member: Where can information be received outside of online platforms. There is a kiosk outside of Town Hall, along at the museum with current information.
     5. Jerry and Lorissa: Website will be designed in a way people can subscribe to various amounts of newsletters to get specific information that they are interested in, such as Town updates, events, etc.
     6. Lorissa: No ETA on new site, but hopeful for a release in the new year.
     7. Member: Snow Hill Ministerial Association, to alert church goers of their pastors or leaders, to be aware of a phone number to call if their churches are doing services during those days.
     8. Shawn offered to drive the tractor around for the Chief’s parade at 6:00pm. Mayor recognized Shawn Williams as receiving an aware for being a top volunteer at the county level.
5. **Adjournment** 
   1. Adjournment –Motion for adjourn by Councilperson Blake, seconded by Councilperson Weidner for approval. The time was 8:14pm.

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| **NAME** |  | **AYE** | **NO** | **ABSTAIN** | **RECUSED** | **ABSENT** |
| **Melisa Weidner** |  | **X** |  |  |  |  |
| **Regina Blake** |  | **X** |  |  |  |  |
| **Rob Hall** |  | **X** |  |  |  |  |
| **TALLY** |  | **3** |  |  |  |  |

Respectfully Submitted,

Jerry Jeffra