**SNOW HILL MAYOR AND COUNCIL**

**WORK SESSION**

**Tuesday, December 7th, 2021**

* **Minutes -**

**4:30pm – Work Session**

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, December 7th, 2021 with Mayor Jewell presiding.

**PUBLIC OFFICIALS PRESENT**

Mayor Jennifer R. Jewell, Ph. D.

Councilperson Regina Blake

Councilperson Melisa Weidner

Councilperson Rob Hall

**STAFF IN ATTENDANCE**

Rick Pollitt, Town Manager

Randy Barfield, Public Works Director

Margot Resto, Administrative Assistant

Lorissa McAllister, Media Marketing & Promotions Coordinator

Chief Andrew McGee

Jerry Jeffra, Intern

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1. **Approval of Minutes** for: Town Hall Meeting September 14th, 2021: On the motion of Councilperson Harrison and seconded by Councilperson Weidner, minutes 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** | **2** |  |  |  |  |

1. **Discussion Items** –
	1. **Sidewalk Repair:** Randy B. asked if we should do bigger area of repair or just the small part of sidewalk by Tran’s building on Green Street Want it dyed? 100 feet will get up to area between Delvecchio’s and Sassy Girl. Randy would take it to American Legion. Cost difference: 4 feet would be 700-1000K. Get quote for going to American Legion. Hard to match up dyed, then it fades. Dye is more expensive. Also talk to businesses who want to put sprinkler system in.
	2. **Visioning Session – Planning:**
		1. Mayor: look at Strategic Plan, how to move it forward, are we all in the same place, should we annex, do we want to grow?
		2. If so, how big to grow?
		3. Determine priority projects
		4. Public/community event to get input
		5. Is Strategic Plan needing updates? Is it still working for us?
		6. Determine shared vision going forward
		7. On a Saturday for a few hours
		8. Bring in consultant
	3. Arts & Entertainment Committee
		1. Need to beef a cmte up to get A&E going, designation renewed
		2. Lori – rudderless, benefits not utilized or shared w community
		3. AnnCoates – spearheaded initial designation – been 10 years
		4. Seeing a lot of growth, occupancy downtown, can capitalize on that growth by more robust program
		5. Have cmte wishlist: WCAC, school, various artists & entertainers who live in community, library, rec center
		6. Need someone to spearhead/point person and manage it – must be a paid person due to grant requirements
		7. Talked about reaching out to other A&E communities to see their process, what’s gone well/not gone well
		8. Understand benefit packages, need to communicate with MSAC
		9. Was discussed prior with Jere – Dickens comte fold into A&E, Lori – great idea would like to see that happen
		10. We get grant money for this designation, if we show more support for artists in
		11. Mayor – how to pay for new employee?
			1. One time grant from A&E 10K
			2. Main street – TAG grant open to both non-profit and town, eligible for 50k in grant money for salary purposes
			3. Does have to be a town employee because it is a town designation – could be a part-time employee
			4. Jen from Pocomoke, helped establish their program; also want to reach out to MSAC for more one on one; Dave and Lori met with current rep, who is now moving on, so have interim contact
			5. Rick – Crisfield and Poco joined together, Jennifer Merritt was hired to do half in each town, Circuit Rider grant program funded, became full time employee for A&E – qualified for grant funding for salary
			6. Mayor: Start volunteer committee now before paid person? Lori – need point person to execute initiatives; Mayor – don’t have money now, while wait for grant funding; Mayor – move forward and form cmte? Lori – yes, concern would be how fruitful without strong leader? Mayor – yes, need to find someone to begin to organize, helpful in grant writing, identifying projects
			7. When are grants due to apply? January for one-time assistance. How long until we hear? In a few months or less, fairly quick turn-around
			8. Rick – cmte would be helpful at this stage with practical support; find maybe 2-3 people that have a drive for this
			9. Co-chair part of current media, marketing and promo position; are some overlaps
			10. Any hiring will be public; concerned about racial diversity
			11. Part-time is not a permanent position, funding only there because we weren’t fully staffed
			12. Agree that position has to be split; possible income sources to fund a possible full-time position (fund-raising, increased tax base with new houses sold, etc..)
			13. Get some people to work with Lori, Jerry, follow up with contacts
			14. Follow up with Grant deadline in January - Dave
	4. **Charter Committee**
		1. Mayor: needs to be looked at
		2. Identified a few people, want to reach out for others
		3. What do we see as their charge? Give clear direction.
		4. Lawyer from community as part of volunteer cmte – maybe as chair
		5. MML rep assistance
		6. Look at dated items, language, vagueries
		7. Periodic review as well
		8. Length of terms of Mayor & Council
		9. Treasurer appointed by Mayor – maybe not practical
		10. Districts vs at-large
		11. Any changes come back to council by referendum
		12. Prepared by May for Elections
		13. Committee give monthly reports
		14. Turnover, learned something that may work better
		15. Launch in January
	5. **Community Legacy Grant**
		1. Business owners can apply if not citizens as long as business is in town, benefits town
		2. Anyone on cmte cannot apply for grant – ethics ordinance?
		3. Lori – biggest concern – scoring categories not changed, concerned about some of the weight; scoring rubric HVAC, other internal, rated lowest score on rubric; for many businesses this is what will determine whether they will open or be in operation
		4. Sprinkler system for example – is plumbing, but is it #1 for safety. Which would it fall under?
		5. Lori -recommendation to break rubric down; what constitutes 25 points
		6. Multiple cmte members who rate, can’t sway in one direction; tried to find balance between it being too specific to tie us, but flexible enough as well
		7. Mayor – appreciate the bump to recognizing new to town businesses
		8. Want more diversity on committee, well represented across town
		9. Bring back next week to vote
		10. Some people over the years have been approached whose properties need work, they don’t own property – inherited but deed not ever transferred so they can’t get grant- work on helping these people, volunteers
	6. **Electric Charging Station**
		1. No cost to us
		2. Looked at Sturgis, Byrd Park, concerns
		3. Municipal lot behind Oaked 110 – maybe 2 stations there
		4. Byrd Park not completely off table, flooding is concern
		5. Still finding a plat of this piece of city property
		6. Possibly on insurance, maybe on atlas maps?
		7. Dates - -moving on it as soon as we could provide plat map
	7. **Holiday Schedule**
		1. Added Indigenous Peoples Day, Juneteenth
	8. **Public Comments**
		1. Easton and Vienna already have charging stations
		2. We have 2 at John Walter Smith park
		3. Chanceford Hall has one, because they have a Tesla charging station
		4. Tell Jim Smith
	9. **Adjournment: Motion to adjourn made by Councilperson Weidner, seconded by Councilperson Hall, all in favor. The time was 5:41pm.**

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| **Regina Blake** |  |  |  |  | **x** |
| **Rob Hall** | **X** |  |  |  |  |
| **TALLY** | **2** |  |  |  |  |

Respectfully submitted,

Margot Resto

Administrative Assistant