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**MAYOR AND TOWN COUNCIL**

**Work Session Meeting Minutes**

**Tuesday, August 29th, 2023**

**5:00pm – Regular 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, August 29th, 2023.

**PUBLIC OFFICIALS PRESENT**

Mayor Mike Pruitt

Councilmember Janet Simpson

Councilmember Diana Walsh

Councilmember Margaret Ann Fletcher

**STAFF IN ATTENDANCE**

Rick Pollitt, Town Manager

Carol Sullivan, Executive Administrator

Jerry Jeffra, Clerk

Maureen Howarth, Esq. Town Attorney

Randy Barfield, Public Works Director

Lorissa McAllister, Economic Development Director

Paul Bessette, Grants Administrator

Andy McGee, Police Department Chief

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1. **Call to Order**

Mayor Mike Pruitt called the meeting to order at 5:04pm.

1. **Status Report on Wastewater Treatment Plant by Public Works Director Barfield/WWTP Consultant Smith**

Public Works Director Randy Barfield presented the status report on the Wastewater Treatment Plant, including that the plant, as of August 28th, is now in compliance.

George Smith, President of Susquehanna Operational Services, said that while progress is good, there’s still much to do. Mr. Smith is confident the Town could receive $30-40,000 from Maryland Department of the Environment this year, and has suggested that the town’s plant not to accept leachate. Mr. Smith also commented on the staffing challenges.

1. **Update on Bank Street Project by Economic Development Director Lorissa McAllister**

Economic Development Director Lorissa McAllister reported that Davis, Bowen & Friedel submitted a new site plan and the town would need to complete a field survey. Ms. McAllister also spoke to the MainStreet program and the grant that the Town had recently applied for, but with the recent changes the cost is more than double what was recently estimated, and while there is an opportunity to reduce the scope of the project, there is an expiration date on the grant late this year and any decision to reallocate $200,000 from the bikeways plan should be made soon.

In a show of consensus, the council indicated unanimously their support to approve the recommendation.

1. **Brief Update on Sustainable Communities Effort by Economic Development Director Lorissa McAllister & Grants Administrator Paul Bessette**

Ms. McAllister said she has finalized the list of prospective members to serve on a work group to update the Sustainable Communities Program. Grants Administrator Paul Bessette said that one of the requirements for this program is to submit a report of grants that the Town has received over the past five years, and said he is looking into obtaining software to streamline this task and other duties. Mr. Bessette explained that being enrolled in the Sustainable Communities Program opens the doors to qualifying for more grants.

1. **Update on Surplus Properties Disposition by Town Manager & Town Attorney**

Town Manager Rick Pollitt stated that the town had declared several properties surplus, which gave the town the option to sell them. However, it was discovered that the Town didn’t follow the correct legal process and must go through it again. Appraisals on certain properties were also scheduled to be provided. Mr. Pollitt also explained the appropriate times to move forward with a 1st reading and a Public Hearing on the required ordinances. He stated that there are interested people in the Black-Eyed Susan and the former PNC Bank Building.

1. **Mayor’s Comments on Board & Commission Appointments**

Mayor Pruitt stated that he wants to have the Boards & Commissions filled soon, and asked the council their thoughts on several questions, such as how many committees should one person serve at a time.

The Council asked for a period of time at September 5th’s Work Session to have a Closed Session dedicated to discussing the candidates for the committees, to which Mayor Pruitt agreed. The Council stated that they think one person should serve on a board or commission at a time, as they think that it will give more opportunity for others to serve.

Councilmember Walsh discussed the vacant building ordinances, and how to best accomplish enforcing them through either a fee, tax or fine. Town Attorney Maureen Howarth explained the differences of these and the legalities of each and that these would be additional responsibilities possibly put on the Town’s Code Enforcement Officer. Ms. McAllister explained how the ordinances came to be and the discussions of their implementation.

1. **Public Comment**

Rob Hall asked about the appraiser, the Bank Street property and its boardwalk, and shared his comments on the ad hoc committees.

Fran Price commented about the story that was shared about the boat via the news.

Rita Williams talked about the vacant buildings in downtown and about the fines involved with them, about Petitt Street, and Delmarva Power’s current digging project.

1. **Adjournment**

Councilmember Walsh made a motion to adjourn. Seconded by Councilmember Simpson and passed unanimously. The time was 7:44pm.

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| **NAME** | **AYE** | **NO** | **ABSTAIN** | **RECUSED** | **ABSENT** |
| **Margaret Ann Fletcher** | **X** |  |  |  |  |
| **Janet Simpson** | **X** |  |  |  |  |
| **Diana Walsh** | **X** |  |  |  |  |
| **TALLY** | **3** |  |  |  |  |

 Respectfully Submitted,

 Jerry Jeffra

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