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**SNOW HILL MAYOR AND COUNCIL MEETING**

**Mayor & Town Council Meeting Minutes**

**Tuesday, August 8th, 2023**

**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, August 8th, 2023, with Mayor Pruitt presiding.

**PUBLIC OFFICIALS PRESENT**

Mayor Mike Pruitt

Councilmember Diana Walsh

Councilmember Janet Simpson

Councilmember Margaret Ann Fletcher

**STAFF IN ATTENDANCE**

Marty Sullivan, Code Enforcement Officer

Maureen Howarth, Esq. Town Attorney

Lounell Hamstead, Finance Manager

Andy McGee, Police Department Chief

Carol Sullivan, Executive Administrator

Jerry Jeffra, Clerk

Rick Pollitt, Town Manager

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Mayor Pruitt called the meeting to order at 7:00 pm and led the Pledge to the Flag. For silent prayer, Mayor Pruitt asked for a moment of silence for Jennifer Ames who suddenly passed away today.

1. **Approval of Minutes**:

The minutes of July 11th 2023’s Special Council Work Session was approved with the following correction: Page 4, item E3, the due date for the Sustainable Communities Grant Application is supposed to be December, not September. The sentence should read as “Councilmember Walsh remarked that the due date is in December and the process could be competitive.”

Councilmember Simpson made a motion to approve July 11th 2023’s Special Council Work Session Meeting minutes with the stated correction. Seconded by Councilmember Fletcher.

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| **NAME** | **AYE** | **NO** | **ABSTAIN** | **RECUSED** | **ABSENT** |
| **Margaret Fletcher** | **X** |  |  |  |  |
| **Janet Simpson** | **X** |  |  |  |  |
| **Diana Walsh** | **X** |  |  |  |  |
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The minutes of July 11th 2023’s Mayor & Town Council meeting were approved with the following corrections: Page 5, item 4H, the sentence should read as “Councilmember Walsh asked about the meeting at the end of June.”. Page 9, item 10C, the sentence should read as “Mr. Pollitt said that while we do have an offer on the property, we may have to table the acceptance of the offer until the preliminary processes of selling the property are complete.”.

Councilmember Fletcher made a motion to approve July 11th 2023’s Mayor & Town Council minutes with the stated corrections. Seconded by Councilmember Simpson.

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| **Margaret Fletcher** | **X** |  |  |  |  |
| **Janet Simpson** | **X** |  |  |  |  |
| **Diana Walsh** | **X** |  |  |  |  |
| **TALLY** | **3** |  |  |  |  |

The minutes of July 25th 2023’s Work Session were approved with the following correction: Page 7, item 2E, “Councilmember Fletcher shared that several people have shared with her that they don't come to town often because of the distance they have to park then walk to businesses on Green Street.”.

Councilmember Simpson made a motion to approve July 25th 2023’s Work Session minutes with the stated correction. Seconded by Councilmember Walsh.

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| **Margaret Fletcher** | **X** |  |  |  |  |
| **Janet Simpson** | **X** |  |  |  |  |
| **Diana Walsh** | **X** |  |  |  |  |
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Councilmember Simpson made a motion to approve August 2nd 2023’s Work Session minutes. Seconded by Councilmember Walsh.

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| **Margaret Fletcher** | **X** |  |  |  |  |
| **Janet Simpson** | **X** |  |  |  |  |
| **Diana Walsh** | **X** |  |  |  |  |
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1. **Treasurer’s Report**

Councilmember Walsh said this month we will receive additional funds from the County. A correction was made; for last month as it looked as if there were two payments on the insurance for the Black-Eyed Susan, but that was not the case, and the actual monthly payment is $2,500.

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

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| **Diana Walsh** | **X** |  |  |  |  |
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1. **Town Manager’s Report**

Town Manager Pollitt remarked on the pavilion at Sturgis Park, where its steel beams have been discovered to be in terrible condition by Mayor Pruitt. Councilmember Simpson asked about having a risk management committee to check for issues similar to this, as she would like to see more diligence in upkeeping the town’s structures. Councilmember Walsh also wants to see regular structural reports of our assets.

1. **Department Reports:**
   1. Economic Development Report

Mr. Pollitt said that Economic Development Director Lorissa McAllister has been reaching out for volunteers in assisting with the Sustainable Community project.

* 1. Code Enforcement Report

Code Enforcement Marty Sullivan stated that he now has a spread sheet tracking complaints and is obtaining bids for a software package that would streamline a lot of his duties more efficiently.

* 1. Public Works Report

Mr. Pollitt said that he has signed off on the acknowledgement of the bid made by Davis, Bowen & Friedel for the upcoming Market Street and Purnell Street projects.

* 1. Water & Wastewater Report

Mr. Pollitt delivered additional comments given to him by George Smith, head of Susquehanna Operational Services, LLC.

* 1. Grants Office

Mr. Pollitt explained that Grants Administrator Paul Bessette is working hard to obtain grants for new and previous projects.

* 1. Museum Report

No additional comments were made at this time.

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* 1. Police Department Report

Police Department Chief Andy McGee spoke to the successes of National Night Out and Blessing of the Combines.

* 1. Fire Department

No additional comments were made at this time.

1. **Unfinished Business**
   1. Riley Fund Budget Expense Approval

Mr. Pollitt referred to last month’s presentation by the Worcester County Library’s Riley Fund Committee requesting approval of their annual request for spending in support of the library’s operations.

Councilmember Simpson made a motion to approve the Riley Fund Committee’s request for the Snow Hill Branch Library. Seconded by Councilmember Walsh.

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* 1. Consult with Legal Counsel re: Ordinance Process, Charter Amendment Process, Annexation process

Town Attorney Howarth explained the ordinance adoption process. She advised the Town to adopt a policy to either appraise all or none of its surplus properties slated for disposition and described the process of selling a declared surplus property.

Councilmember Walsh made a motion to have all surplus properties appraised before disposing of them. Seconded by Councilmember Fletcher

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Mayor Pruitt and the council agreed to begin the process with the property on Pettit Street.

Ms. Howarth spoke to the charter amendment process, the differences between ordinances and resolutions and the definition of “fair summary” as applied to public notice of proposed Town Ordinances.

Ms. Howarth also spoke to the annexation process and the Town’s process and responsibilities in considering same.

It was noted that council members have prepared a letter to the State Superintendent of Schools in response to a recent request for same by Mr. Eddie Lee over a racial incident at the local high school in March. Mayor Pruitt previously sent a similar letter over his signature. Mr. Pollitt presented a draft of the Council’s letter combining comments submitted by each member individually. Councilmember Fletcher asked for some time to read over the letter and suggest her own edits before sending it.

Councilmember Walsh made a motion to meet on Thursday, August 10th 2023, 5:30pm in a Special Meeting for final edits to be made to the letter. Seconded by Councilmember Simpson.

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| **Diana Walsh** | **X** |  |  |  |  |
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1. **New Business**

No comments were made.

1. **Comments from the Council**

The councilmembers shared their comments, thanking everyone’s hard work over the recent successful events.

1. **Comments from the Mayor**

Mayor Pruitt also wanted to recognize the recent events and their success.

1. **Comments from the Public**

Rita Williams commented about the Scarborough property and to see the process of grants being worked on.

Eddie Lee commended the recent actions of Mayor & Council and wants to see support from the Town for non-profit organizations in the area of grants.

Kathryn Culbertson voiced her concerns about the Boards & Commissions and their vacancies.

Councilmember Walsh made a motion to audit the boards & commissions, their processes, and to fill the vacancies. Seconded by Councilmember Simpson.

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Rob Hall spoke about the Scarborough property, asking if there is a list of all the properties that the Town owns, suggested that the Boards & Commissions meet more often and longer, recommended advertising the vacancies, and asked about what penalties there are if a board or commission fails to meet.

Reverend James Johns thanked the Mayor & Council for their action and attention toward the racial incident in March.

1. **Vote to Meet in Closed session to consult with counsel to obtain legal advice re: matters of real estate and surplus property**

Councilmember Simpson made a motion to go into closed session to consult with counsel to obtain legal advice. Seconded by Councilmember Fletcher. The time was 9:34pm

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| **Diana Walsh** | **X** |  |  |  |  |
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1. **Re-convene in Open Session – Report on Closed Session**

Councilmember Walsh made a motion to go return to open session. Seconded by Councilmember Fletcher.

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| **Janet Simpson** | **X** |  |  |  |  |
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Mayor Pruitt announced that the Mayor & Council met in closed session at 9:34pm, 212 W. Green Street, Snow Hill, Maryland, for the purpose of consulting with legal counsel to obtain legal advice regarding the sale of town property.

1. **Adjournment**

Councilmember Walsh made a motion to adjourn. Seconded by Councilmember Simpson. The time was 10:29pm.

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| **Janet Simpson** | **X** |  |  |  |  |
| **Diana Walsh** | **X** |  |  |  |  |
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Respectfully Submitted,

Jerry Jeffra

Clerk I