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**MAYOR AND TOWN COUNCIL**

**Work Session Meeting Minutes**

**Wednesday, January 3rd, 2024**

**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 Wednesday, January 3rd, 2024.

**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

Melissa Kempfer, Clerk

Maureen Howarth, Esq. Town Attorney

Andy McGee, Police Department Chief

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1. **Call to Order**

Mayor Mike Pruitt called the meeting to order at 5:00pm.

1. **Local Government Insurance Trust Safety Committee Discussion**

Town Manager Pollitt introduced Alison Pinkine, a consultant for Local Government Insurance Trust. LGIT previously did a Risk Management presentation to the Mayor and Council at work session on November 7, 2023.

Ms. Pinkine presented information about the formation of safety committees. She identified key elements, structure, and activities of an effective safety committee. Ms. Pinkine discussed roles and responsibilities of a functioning safety committee. She reviewed the categories that that would be addressed by the committee. Ms. Pinkie also spoke about the resources and classes that are offered from Local Government Insurance Trust.

Mayor Pruitt asked about the cost of the training courses to the town. Ms. Pinkine replied that all of the resources were free with the exception of the Defensive Driving Course, which is $20 per person.

Councilmember Simpson inquired about safety courses for new town employees. Ms. Pinkine informed Mrs. Simpson that LGIT does not offer that training and that it would most likely be provided by the town’s workers comp program. Mrs. Simpson also inquired about Ms. Pinkine’s involvement in assisting the town in starting and managing the committee. Ms. Pinkine described a variety of ways she could be involved and assist in our town’s safety committee.

Town Manager Pollitt asked about the make-up and personnel of a basic safety committee. Ms. Pinkine described that the chairperson would be someone with a risk management background and typically have a head from each department.

1. **Mayor and Council comments**

Councilmember Walsh shared her thoughts on the safety committee having representation from both town employees, the councilmembers, and town residents. Councilmembers Simpson and Fletcher both agreed that town residents could be a part of the process. Mayor Pruitt stated that there should be a place for the council on the committee, but was hesitant about community involvement.

Town Attorney Howarth shared her experience with safety committees in the past. Ms. Howarth shared her concerns about liability of involving town citizens. Ms. Pinkine shared her concerns about liability.

Councilmember Walsh inquired about the next steps in developing the safety committees. Mrs. Walsh shared her desire for the Town Council to be involved in selecting the committee in a work session and not necessarily be on the committee. Mayor Pruitt stated that the town was taking the first step and Mr. Pollitt would work on developing the committee. Mr. Pollitt shared that in January that there is a department head meeting and that the committee would be discussed. Mr. Pollitt shared that they would have the department meeting date set by the next Town Meeting.

Councilmembers shared their gratitude to Alison for sharing her resources and presentation.

1. **Public Comment**

John Gilliland shared his experience with safety committees. He stated that the town can start small and believes that the most of the process can be handled in house. Councilmember Walsh added that she felt that the residents have a vested interest in the town and should have a voice.

Mr. Lee shared that he was pleased to see the Mayor and Town Council having a good dialogue.

1. **Vote to Meet in Closed Session**

Mayor Pruitt read aloud the legal justification for closing a meeting and stated the purpose of the closed session. On a motion from Councilmember Simpson, seconded by Councilmember Fletcher, the meeting was moved to closed session by the following vote. The time was 6:00pm.

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

1. **Adjournment**

Councilmember Walsh made a motion to adjourn. Seconded by Councilmember Fletcher and passed unanimously. The time was 6:57pm.

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

Respectfully Submitted,

Melissa Kempfer

Clerk I