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**SNOW HILL MAYOR AND COUNCIL MEETING**

**Mayor & Town Council Meeting Minutes**

**Tuesday, September 12th, 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, September 12th, 2023, with Mayor Pruitt presiding.

**PUBLIC OFFICIALS PRESENT**

Mayor Mike Pruitt

Councilmember Diana Walsh

Councilmember Janet Simpson

Councilmember Margaret Ann Fletcher

**STAFF IN ATTENDANCE**

Maureen Howarth, Esq. Town Attorney

Andy McGee, Police Department Chief

Carol Sullivan, Executive Administrator

Jerry Jeffra, Clerk

Lorissa McAllister, Economic Development Director

Rick Pollitt, Town Manager

Paul Bessette, Grants Administrator

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Mayor Pruitt called the meeting to order at 7:02pm and led the Pledge to the Flag. For silent prayer, Mayor Pruitt wished to honor and remember the victims of 9/11.

1. **Notice and Report on Closed Session**:

Mayor Pruitt delivered a report of the closed session held during September 5th, 2023’s Work Session, located at 212 W. Green Street Snow Hill, MD, at 6:27pm, for the purpose of “to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this body has jurisdiction; any other personnel matter that affects one or more specific individuals.” The motion to close was made by Councilmember Walsh and seconded by Councilmember Fletcher, and passed unanimously. The purpose was to discuss the appointment and reappointment of members to the Town’s boards & commissions.

1. **Approval of Minutes:**

Councilmember Fletcher made a motion to approve August 8th 2023’s Mayor & Town Council Meeting minutes. Seconded by Councilmember Simpson and passed unanimously.

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| **NAME** | **AYE** | **NO** | **ABSTAIN** | **RECUSED** | **ABSENT** |
| **Margaret Fletcher** | **X** |  |  |  |  |
| **Janet Simpson** | **X** |  |  |  |  |
| **Diana Walsh** | **X** |  |  |  |  |
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Councilmember Walsh made a motion to approve August 10th 2023’s Special Council Meeting minutes. Seconded by Councilmember Simpson and passed unanimously.

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

1. **Treasurer’s Report**

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

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

1. **Proclamation: Constitution Week 2023. Pat Arata, General Levin Winder Chapter, NSDAR**

Mayor Pruitt read a proclamation to recognize the week of September 17th through the 23rd as Constitution Week in honor and recognition of the United States Constitution.Pat Arata, representative of the General Levin Winder Chapter of NSDAR, was in attendance to thank the Town for the proclamation.

1. **Presentation: Enterprise Zone Program: Economic Development Director Lorissa McAllister**

Economic Development Director Lorissa McAllister described the State Enterprise Zone Program and how it serves as an incentive to attract new businesses to Town and to incentivize existing businesses to expand. She stated that the Town was awarded the Enterprise Zone designation in June for a period of 10 years. Now the Town can offer incentives to businesses within the zone, such as Real Property Tax Credits and Income Tax Credits, and she also discussed the eligibility requirements.

1. **Town Manager’s Report**

Town Manager Pollitt added to his report on to the Planning Commission meeting that he attended on Monday night. He stated that Tracey Gordy and Keith Lackey from the Maryland Department of State Planning attended the meeting and discussed the requirements of updating the Town’s Comprehensive Plan. He also stated that Ms. Gordy said that there may be grants available to help municipalities with the cost of updating the Plan. Councilmember Walsh asked about the Market Street Sewer Project.

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

Ms. McAllister added to her report information about the Halloween Parade and Block Party on October 28th, the Legacy Mural, Sustainable Communities and the increased attendance of the Blessing of the Combines event.

* 1. Code Enforcement Report

Councilmember Fletcher asked about the Stop Work Order on Morris Street. Mayor Pruitt asked about the MOU on the storm water management project on the lot.

* 1. Public Works Report

Mr. Pollitt spoke about the pavilion at Sturgis Park and the possibility of having the repair/replacement performed at no cost to the Town thanks to a generous offer from a local contractor.

* 1. Water & Wastewater Report

Mr. Pollitt spoke about the Maryland Department of Environment inspection of the sewer plant, a lead on finding the Town’s next Superintendent for the plant, and about accepting leachate as a possible revenue source in the future once the plant is capable of processing it.

* 1. Grants Office

Grants Administrator Paul Bessette spoke to the grants that have been opened, closed and awaiting approval and the amount of money awaiting to be spent. He is working with our engineers at Davis, Bowen & Friedel about the flooding in Byrd Park, is currently working on sealed bid packages for the Sturgis Park restroom renovations and picnic table purchases, and said the grants software package will be looked at in October.

* 1. Museum Report

No additional comments were made at this time.

* 1. Police Department Report

Police Department Chief Andy McGee spoke to recent and future events such as Bike Week and Seafood Festival, and to the recent burglaries in town.

* 1. Fire Department

No additional comments were made at this time.

1. **Unfinished Business**
	1. **Request permission from Mayor & Council to sell vacant lot at 209 Petitt Street**

Mr. Pollitt stated that the sub-standard lot doesn’t qualify for a structural permit. After contacting each adjoining property owner for their interest in acquiring the property, we do have a person interested in purchasing the lot as they own property adjacent to the lot. They have made an offer. Mr. Pollitt stated that our next step is to place an ad in the newspaper to hold a Public Hearing on October 10th.

Councilmember Walsh made a motion to hold a Public Hearing on October 10th to determine if 209 Petitt Street is of any public use to the Town. Seconded by Councilmember Simpson and passed unanimously.

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| **Janet Simpson** | **X** |  |  |  |  |
| **Diana Walsh** | **X** |  |  |  |  |
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* 1. **Share Requests for Proposals (RFPSs) regarding Black-Eyed Susan and PNC building**

Mr. Pollitt said that the RFP for the Black-Eyed Susan has been drafted, with sealed bids to be received by Tuesday, October 3rd at 4pm. The RFP contains information and inspection reports about the boat. Mr. Pollitt also spoke of the PNC building, noting he has received an appraisal of the building, and plans to issue an RFP to be due Thursday, October 19th at 4pm.

1. **New Business**
	1. **Community Development Block Grant Resolutions: Grants Administrator Bessette**

Mr. Pollitt spoke of the requirement of the Community Development Block Grant Program to adopt the following five plans: Minority Business Plan, Fair Housing and Equal Opportunity Plan, Residential Anti-displacement and Relocation Assistance Plan, Citizen Participation Plan, and Conflict of Interest Plan. Mr. Bessette spoke to the previous grants writers who submitted these plans and stated that we need to adopt the plans in order to receive funds from the agency.

Councilmember Simpson made a motion to adopt all five plans necessary for the Maryland Community Development Block Grant program. Seconded by Councilmember Fletcher and passed unanimously.

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| **Margaret Ann Fletcher** | **X** |  |  |  |  |
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* 1. **Resolution 2023-05: 9-Month Moratorium on Cannabis business applications**

Ms. Howarth said she looked at the viability of implementing a moratorium on cannabis and the length of one, looked at the code to determine the legalization of cannabis and the use of it, whether for sale or distribution.

Mr. Pollitt and Mayor Pruitt read aloud Resolution 2023-05, a resolution establishing a moratorium on the acceptance and processing of an application or site plan and/or issuance of other zoning approvals or business licenses for the operation of businesses engaged in the processing, and/or selling of cannabis.

Councilmember Walsh made a motion to adopt Resolution 2023-05. Seconded by Councilmember Simpson and passed unanimously.

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| **Diana Walsh** | **X** |  |  |  |  |
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* 1. **Mayoral appointments to Boards and Commissions**

Mayor Pruitt presented a list of names for appointment to several Town boards and commissions. Council approved the appointments by the following actions:

Councilmember Walsh made a motion to reappoint Ed Phillips to the Historic District Commission. Seconded by Councilmember Fletcher and passed unanimously.

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| **Margaret Ann Fletcher** | **X** |  |  |  |  |
| **Janet Simpson** | **X** |  |  |  |  |
| **Diana Walsh** | **X** |  |  |  |  |
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Councilmember Simpson made a motion to appoint Marvin Ames and John Gilliland, and reappoint Michael Labesky, to the Board of Zoning Appeals. Seconded by Councilmember Walsh and passed unanimously.

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| **Diana Walsh** | **X** |  |  |  |  |
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Councilmember Walsh made a motion to reappoint Clint Bickford and Sylvester Dale, and to appoint Rita Williams, Dana Green and Kenny Pusey to the Housing Review Board. Seconded by Councilmember Simpson and passed unanimously.

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| **Diana Walsh** | **X** |  |  |  |  |
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Councilmember Simpson made a motion to reappoint Carolyn Brown, Nellie Purnell and Margie Labesky, and to appoint Regina Blake to the Board of Elections Supervisors. Seconded by Councilmember Fletcher and passed unanimously.

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| **Diana Walsh** | **X** |  |  |  |  |
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Councilmember Simpson made a motion to appoint Matthew Marsh to the Ethics Commission. Seconded by Councilmember Fletcher and passed unanimously.

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| **NAME** | **AYE** | **NO** | **ABSTAIN** | **RECUSED** | **ABSENT** |
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Those members appointed who were present, were sworn into office by Mayor Pruitt and gathered for a group photo at the conclusion of the ceremony.

1. **Comments from the Council**

The council shared their comments, thankful for addressing the boards and commissions vacancies.

1. **Comments from the Mayor**

No comments were made at this time.

1. **Comments from the Public**

Rita Williams asked about the flooding in Byrd Park, commented on the recent speeding, and about the hiring process on the town’s next Superintendent of the sewer plant.

John Gilliland thanked the response received by the Town’s Code Enforcement Officer, asked how effective recycling has been for the Town, asked to invest into a messaging blast system for better information distribution, a notice about not burning plastic, and to investigate thoroughly on how the purchase of the boat happened.

Rob Hall inquired about the inspection station near the supermarket, asked about how the new laws affect distribution of cannabis, and asked about the ARPA funds that were spent fixing the boat.

1. **Adjournment**

Councilmember Walsh made a motion to adjourn. Seconded by Councilmember Fletcher. The time was 9:00pm and passed unanimously.

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

 Respectfully Submitted,

 Jerry Jeffra

 Clerk I