**SNOW HILL MAYOR AND COUNCIL MEETING**

**Town Hall Meeting Minutes**

**Tuesday, January 11, 2022**

**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, January 11, 2022 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

Andy McGee, Police Chief

Dr. Cynthia Byrd, Purnell Museum Director

Martin Sullivan, Code Official

Margot Resto, Administrative Assistant

**GUESTS PRESENT:**

Leslie Michalik, PKS

Tracey Gordy & Keith Lackie, MD Dept of Planning

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1. Following a **Salute to the Flag and an Invocation** by Reverend Mary Haggard, Mayor Jewell called the meeting to order at 7:00pm.
2. **Approval of Minutes** for: Town Hall Meeting December 14, 2021: On the motion of Councilperson Weidner, minutes were approved by the following vote:

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| **NAME** | **AYE** | **NO** | **ABSTAIN** | **RECUSED** | **ABSENT** |
| **Melisa Weidner** | **X** |  |  |  |  |
| **Regna Blake** | **X** |  |  |  |  |
| **Rob Hall** | **X** |  |  |  |  |
| **TALLY** | **3** |  |  |  |  |

1. **MD Dept of Planning – Critical Areas, Keith Lackie and Tracey Gordy**
	1. Local Assistance & training- provide technical assistance free to municipalities
	2. Assist with critical area permitting questions
	3. Help with critical area ordinance update
	4. Grant writing – work with town to determine funding resources and write grants
	5. Water sewer amendment still stands for annexation – needs to be finished
	6. Tracy wrote grant for Gateway park
	7. Worked in I&I
	8. Worked on Riverwalk
	9. Will write grant, execute and manage and close it out
	10. Strategic demolition or Community Legacy
	11. Look at Sustainable Community plan – must be consistent with that
2. **Town Manager Report** - presented by Rick Pollitt
	1. Thursday Night 1/13/22 – grant workshop for CL Grant here at Fire Hall
3. **Department Head Reports for December, 2021:**
	1. Finance –Motion for approval by Council person Blake, followed by second and approval:

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| **Melisa Weidner** | **X** |  |  |  |  |
| **Regina Blake** | **X** |  |  |  |  |
| **Rob Hall** | **X** |  |  |  |  |
| **TALLY** | **3** |  |  |  |  |

* 1. Media Marketing & Promotions Coordinator – L. McAllister absent
		1. Logo and website coming along; A&E; chamber, signage/SHA
	2. Code Enforcement
	3. Public Works – R. Barfield absent (Larry Lynch reported that moving Christmas decorations was a success – no damage, no vandalism, no flooding); Rick P: gave thanks and recognition to Public Works dedication and hard work, making town beautiful for holidays
	4. Water & Wastewater – R. Harrison absent
	5. Museum
		1. Holiday House Tour brought large attendance, successful
		2. Thanks to Public Works for decorating, excellent job
		3. Working on calendar
		4. Cautious with COVID protocols
	6. Police Dept
		1. 2 vehicles came in, build out 16-18 mos for vehicles
		2. COVID: Dec 500 cases, now 670; hospitals full, EMS full in response to calls; wear a mask and social distance; anticipate tightening of protocols; anticipate surge, hope to see a trend downward
	7. Fire Dept
1. **PKS Audit Presentation – Leslie Michalik**
	1. Financial Management is responsibility of TM and Mayor & Council
	2. Explained process of research of financial mgmt.
	3. Clean opinion – highest level of assurance to be given
	4. Look at whether or not town has complied with grants, laws, required to report; didn’t find any instances of non-compliance
	5. Internal procedures and controls – look at and report weaknesses; no deficiencies
	6. All good news
	7. Explained organization of numbers/financials: General Fund, Capital Projects Fund; revenues and expenses; comparing 2020 to 2021
	8. Motion for approval by Council person Hall, followed by second and approval:

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| **Melisa Weidner** | **X** |  |  |  |  |
| **Regina Blake** | **X** |  |  |  |  |
| **Rob Hall** | **X** |  |  |  |  |
| **TALLY** | **3** |  |  |  |  |

1. **Old Business**
	1. **Bikeways**
		1. Visioning Session Jan 25-28
		2. Location of loop
		3. Community input needed
	2. **CL Grant deadline**
		1. Grant writing workshop Jan 13
		2. Feb 28 deadline
	3. **BES Maint update**
		1. Council Hall – come out of water, may be either Cambridge, Balto, Norfolk; decision in next day or two for hull servicing, repairs
		2. Spreadsheet of Black-Eyed Susan expenses/budget
	4. **PNC Bank bldg. update**
		1. Elevator grant awarded
		2. Discussion on what it would be; in a flood zone; hard to entice businesses to relocate; sitting vacant
		3. Municipal center, moving town hall, chambers to that bldg.
		4. DBF looking at bldg. to see if feasible
		5. Create one accessible building ADA
		6. Council Weidner: tread lightly on this, get public opinion
		7. Mayor: is it role of govt to be in business? My opinion, no. Weidner agrees.
		8. Concern was someone else owning this waterfront property
2. **New Business**
	1. Grants admin position
		1. Dave Burt moving on, help with transition
	2. **Martin Street offer**
		1. Preston Reed made $1K offer. Moving forward with plans.
	3. **COVID protocols**
		1. Readapted masks in meetings and town hall
		2. Follow Governor Hogan’s lead regarding any mandates

1. **Comments from the Council**
	1. Council Blake: Be safe, social distance, grateful for everyone coming out
	2. Council Weidner – happy about no vandalism/repairs on Christmas decorations; appreciate; clean opinion on financials; highway signage close to my heart
	3. Council Hall – wonderful to see so many people here; recognize public works; thku for museum, police dept, town hall staff; here to listen to you – contact with any concerns
2. **Comments from the Mayor**
	1. Charter Committee: Mike Farlow agreed to chair; gave description of background and qualifications
	2. Ran on transparent hires; TM accomplished that; now looking at Media Marketing and Promotions; creating an Econ Dev Director; Lori hired on Interim basis; take job description and develop it; will be advertising this; creating a part-time A&E Manager, potential grants for this position
	3. Announced not running for reelection and moving on to new position; hard to replicate Snow Hill in any way
	4. Will continue to work on clear and transparent procedures and policies
	5. Encourage people to run; apply by March 31st, ask Margot Resto
	6. Mike Pruitt has filed for candidacy for Mayor
3. **Comments from the Public (Attendees will be allotted a maximum of 3 minutes each.)**
	1. Resident: condition of some of the rental properties in Snow Hill; it’s a crime; buildings run down; space heaters causing fires; landlord must be held accountable; landlord application permit process is not rigorous; children living in conditions that aren’t acceptable
	2. Make 5-year BES budget projection
	3. Who is accountable for BES compliance – Margot, Rick, Randy
	4. Food safety? Operator is responsible
	5. PNC bldg. – educational resource center if not for municipal? Gift shop, Museum, history
	6. If we have numbers for COVID, plan ahead; check with municipalities; if we reach this percentage, this is what we’ll do; have milestones set up
	7. Rick will call Grayson Middleton
	8. Why wait for state if our numbers are higher than state
	9. Larry -thank all town staff and elected officials; 2021 was hardest year; thanks for support
	10. Mike Pruitt – great that Rick is here; if I were to be elected, I come to it with a lot of thought; listed experience and history
4. **Adjournment:** Motion to adjourn made by Councilperson Blake, seconded by Councilperson Weidner, all in favor. The time was 8:34pm.