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Description automatically generatedSNOW HILL MAYOR AND COUNCIL**

**WORK SESSION**

**Tuesday, February 22, 2022**

* **Minutes -**

**4:30pm – Work 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 Monday, February 22, 2022, with Mayor Jewell presiding.

**PUBLIC OFFICIALS PRESENT**

Mayor Jennifer R. Jewell, Ph. D.

Councilperson Melisa Weidner

Councilperson Rob Hall

Councilperson Regina Blake

**STAFF IN ATTENDANCE**

Rick Pollitt, Town Manager

Lounell Hamstead, Finance Manager

Randy Barfield, Public Works Director

Andy McGee, Police Chief

Lorissa McAllister, Media, Marketing and Promotions Coordinator

Margot Resto, Administrative Assistant

Jerry Jeffra, A&E Trainee/Communications Officer

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1. **Approval of Minutes** for: Town Hall Meeting January 11th, 2022: The minutes for January 11th’s meeting were not in the packet and was tabled for approval until next meeting.
2. **Discussion Items** –
   1. Budget:
      1. **8-month Amendment:** Lounell proposed a budget amendment for Mayor and Council’s review: Lounell Hamstead submitted a proposed 8-month budget amendment for fiscal year 2022, including a worksheet detailing the current year at 6 months. The amendment includes impact fees originally being transferred to the Capital Improvement budget but need to remain in the water/sewer operating budget, a PO was just submitted today for an additional $9k pump needed at Ironshire Station. The general fund also needs amending this year, as real property tax estimates were high in relation to Huntingfields assessments at this time. A proposal to use reserves funds is included in the amendment. The reserves won't be in the financial statements if the overall general fund does not require them at year end.
      2. **FY'23 Planning:** Margot: Time to start, Rick has met with department heads. Getting a feel of what the department heads are looking for. Rick has been making a list (by consulting with the county) of what's all being requested but may not be able to fulfill them due to budgeting constraints. Rick to resume scheduling meetings with the rest of the department heads. Rick also has submitted a letter to the county commissioners asking for the annual appropriations fund and provided some priority items for what the funds would be meant for. Lounell: Currently preparing the reports for a working document for FY’23 .
   2. **Charter Committee**
3. Mayor: Current members of the committee: Ron Geesey, Jan King, Margot Resto, Greg Waters and Mike Farlow. Mayor wants to reach out for additional committee members looking for 1-2 more members. Residents who are 18+ years old are eligible to become a committee member. First scheduled meeting will be announced once committee is fully formed. Janet Simpson, attendee, volunteered.
   1. **Riley Fund – Council**
4. The Town are trustees of a fund for the Snow Hill Library, handling the approval of their yearly requests. They go to the Mayor and Council for these approvals Their request is expected to come in next month. Typically, a councilmember (or other town representative) joins the committee and oversees what the requests are.
   1. **Town Properties – usage**
5. Mayor: The Town owns a number of buildings and wants to strategize more use of their available space. Old Fire Hall is very limited in its functions. Wants to try and raise money to make the old PNC Bank Building into a new Town Hall. Rob: Bought the PNC Bank Hall for $250k, which nothing has come out of it and doesn’t see the advantages of ceasing use of the Old Fire Hall, calling the PNC building a ‘white elephant’. Mayor: Not easy to sell back the building due to it being prone to flooding. No elevator in Old Fire Hall. Councilperson Melissa: Doesn’t want to forfeit the Old Fire Hall due to its large flat space that events like Oyster Roast can best take advantage of. Councilperson Regina: Agrees with Melissa’s points. Margot: Sees the advantages of relinquishing the Old Fire Hall to give more space for businesses. Mayor: There’s a business that’s interested in buying the Old Fire Hall. Wants to consolidate the Town’s properties. Attendee #1: Could you move the building and still own the property? Mayor: It may still be better to sell it, then use that money to refurbish another building. Attendee: Would you accept offers on other buildings? Mayor: Yes. Mayor: We need a municipal center where functionality is greater than current Old Fire Hall/current Town Hall.
   1. **Current Projects**
      1. **Riverwalk RFP’s** – Put out for bid, extension of the boardwalk on Sturgis Park (running behind the PNC building). This was a project of the previous administration. We have $50k of the Capital Improvement Fund and $100k from APRA to fund the project. Representative from Gillis Gilkerson Inc.: Replacing 100 feet of the existing boardwalk, going towards Washington Street. Recommended installing rain guards. Wanted to enter negotiations for a lower bid with the Town. Original bid was $184k. Bid 2 was to cover most of the town’s problem areas, especially the soil giving on itself and having the boardwalk potentially collapsing on itself. Discovered that the bulkhead is still in good condition but should consider extensive repairs within 10 or so years. There was a purposed removal of a lamp post due to the boardwalk extension but was ultimately scrapped as the extension won’t be that long. Will design the boardwalk in a way that if the Town wanted to extend it further they can. Mayor: Can put more money from APRA funds to cover the rest of the expense of the extension. (ARPA $137k~, Capital Improvement $50k).
      2. **Mayor called to motion accept the bid. On the motion of Councilperson Blake and seconded by Councilperson Hall, the bid was approved the following vote:**

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

* + 1. **I&I/ Market St/Purnell Street** – RFQ, looking for an engineer to look into Market/Purnell Street. Randy: A piece of equipment failed on the surveyor’s end; thus, the study is two weeks behind. The study is to locate every single sewer and to have it all mapped.

1. **Public Comment** – There are no public comments
2. **Adjournment: Motion to adjourn made by Councilperson Weidner, seconded by Councilperson Hall, all in favor. The time was 5:23pm.**

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

Respectfully submitted,

Jerry Jeffra

Communications Officer