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Description automatically generatedSNOW HILL MAYOR AND COUNCIL**

**WORK SESSION**

**Tuesday, March 1st, 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, March 1st, 2022, with Mayor Jewell presiding. Councilperson Regina Blake was absent.

**PUBLIC OFFICIALS PRESENT**

Mayor Jennifer R. Jewell, Ph. D.

Councilperson Melisa Weidner

Councilperson Rob Hall

**STAFF IN ATTENDANCE**

Rick Pollitt, Town Manager

Randy Barfield, Public Works Director

Larry Lynch, Public Works Supervisor

Andy McGee, Police Chief

Jerry Jeffra, Communications Officer

Lounell Hamstead, Finance Manager

Margot Resto, Administrative Assistant

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1. **Approval of Minutes** for: Town Hall Meeting January 11th, 2022 & Work Session February 22nd, 2022. Councilperson Weidner pointed out two corrections: Page 4 and on page 8, previous Councilperson Harrison’s name was erroneously on vote sheet instead of Rob Hall. On the motion of edited minutes, Councilperson Weidner and seconded by Councilperson Hall, both minutes were approved by the following vote:

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| **NAME** | **AYE** | **NO** | **ABSTAIN** | **RECUSED** | **ABSENT** |
| **Melisa Weidner** | **X** |  |  |  |  |
| **Regina Blake** |  |  |  |  | **X** |
| **Rob Hall** | **X** |  |  |  |  |
| **TALLY** | **2** |  |  |  |  |

1. **Discussion Items** –
   1. **Budget:**
      1. **Department Heads Requests:** Margot Resto: Asked if Mayor & Council if they had questions of the requests. Mayor: Wanted to see exhaustive list of details. Margot: Details are for later sessions after going over the requests generally, can be held/completed between now and the end of this month. (March 29th). Margot: 4th Tuesday, the Budget is presented to the Council, with a special budgets meeting planned for March 22nd. Margot to Rick: Would the Fire Department be able to get their requests in by the end of March? Rick: Yes, going to follow up with the SHFD. Margot: Special sessions can be held outside of Town Hall / Work Session. Randy: Did the Town receive the documents concerning forest fire equipment? Margot: Yes. Mayor to Public Works: To go over the highlights of the requests for Work Session.

Public Works Requests:

* + - 1. To request a new Dump Truck (current one is very outdated, rusted outside and underneath, it’s been maintained/repaired beyond its limits). The price for a new dump truck has skyrocketed unfortunately. The new truck will come with a snowplow and an aluminum body, very resistant to salt, also versatile, can do chipping and other general dumping. The truck will be **$171k** and has leasing information available. Mayor: With major purchases, have we leased or purchased? Public Works: We purchased, but its best to lease the truck. Lease for 60 months, then will be able to purchase the vehicle for $1. Lounell: Requesting the lease information for the truck. **$3400** for lease quote. Public Works: We need to be careful in getting a service contract with the vehicle. Mayor: Will we be able to sell the old one? Public Works: Yes.
      2. Next request is brush chipper. Current one we have is a 06’; we bought it used. Two different quotes:
         * Vermeer **$46k** (Does Lease, 2 years warranty, not local)
         * Iron Source **$50k** (Bandit, not brush chipper. Does not lease. Local. 4 years warranty and comes with the purchase)
      3. Public Works: Equipment trailer. Similar to the one the Town currently has (including size). The current one can only carry 7k pounds (We have equipment up to 9k pounds). Councilperson Weidner: How much does the skid steer get hauled by the trailer? Public Works: About 3-4 times a year, and we have to pay to get it moved each time. New trailer will be **$7800**, and will hold up to 14k pounds, and is fully compatible with current town’s trucks.
      4. Requesting two 0-turn mowers. Replacing an old grasshopper and a john deer (00’ and 98’). **$12k** for each new John Deere mower. Mayor: How much would it be to pay someone to cut our grass? Public Works: **$16k** a year. Also reached out to Hustler as an option. Hustler has upgrades (reinforced wheels) which would cost more to install, John Deere wouldn’t. We need at least 1 mower minimum to do Byrd Park. Mayor: Will the mowers make the job faster? Public Works: Yes. Mayor to Lounell: Does all this equipment fall under the Capital Improvements? Lounell: Yes.
      5. Can get a snowplow for the skid steer from Iron Source, same plow as ones installed on truck. **$4,800.** Mayor: What is the biggest priority? Public Works: First is truck, second would be the chipper or a mower. Mayor: Is there any funds/grants for this kind of equipment? Not really. Mayor: What if we didn’t chip as much? Public Works: If we do 1 day a month, we will still have to eventually give up the truck. The townsfolk expect the chipping of 1 day a week. There’s an option to downsize the truck but is severely not recommended. Mayor: To put on Grants Administrator John’s radar on getting grants for new building / spacing for Public Works.
      6. May need a massive overhaul soon: Building needs desperate renovation, upgrades, fixing, and new space afforded to building and lots. Roofs for vehicles to lengthen their longevity.

Police Department Requests:

1. Has some cars that need to be turned in, maintenance is becoming unmanageable. **$54k** for a new vehicle, under lease, wishes to get 2 new vehicles. 6-18 months waiting for a new ‘to-order’ vehicle, due to chip shortage.
2. New steel doors for $**3,500**.
3. Potentially going to lose officers due to higher pay from sheriff’s office: Requesting an increase in salary from **$20.00 to $23.00 an hour**. To compensate, is requesting not as much, and this salary cost will be increasing by up to **$28k**. The new retirement will only affect newer hires / currently employed, and not already retired officers.
4. Also requesting a new full-time officer. 4pm-4am.

Water / Waste Requests:

1. Current pick-up truck is rusted, caving in half. Contacted Ford; may be ready in 8 weeks. 3 quarter ton, requesting a utility body. Town will have to buy or lease. **$55k** purchase. Lease for 72 months, **$875** a month, totaling **$10,500**.
2. Also: Town has a 2002 Jetter, doing okay at the moment. Vac Trailer, the town has a 03’, and is totally shot. The Water / Waste is requesting a Combo, which serves as both a Jetter and a Vac Trailer. Two Quotes:
   * + - * Atlantic Machinery: **$127k**. (Purchase. Lease 5 years $28,000. Warranty: 1-year warranty. Service Contracts are highly recommended at the beginning of payment).
         * Vermeer**: $143k**. (Purchase. Lease $16,400. Warranty: Unknown, will have to go back to emails).

Priority for Water / Waste: To get the truck over the Combo.

* 1. **8-Month Budget Amendment – Draft Ordinance Review:** Margot: For the Council’s review. Mayor: Next meeting will do a reading. Needs two weeks of advertisement to the public to pass.

1. **Circuit Rider Grant Program:** Rick Pollitt: Very good meeting. Met with Mayor and Staff with Pocomoke, for community block grant program. Excited to have Snow Hill join in on the program. The program is to hire and create a job / job description for someone for grant writing / research and additional duties. Mayor: Responsibilities? Rick: The new hire would be a support for all departments but would act as a secondary grants supporter for the grants administration. Mayor: If hired, would it be for just the upcoming fiscal year? Rick: Yes, the person would also need a sponsor.
2. **Public Comment** – Attendee: There was a meeting for the CRG program that was going to hire someone, but that person wasn’t from the Town. Wanted a person for the new position that’s from the Town. Rick: The job description will encompass someone who is vested in Snow Hill.
3. **Adjournment: Motion to adjourn made by Councilperson Weidner, seconded by Councilperson Hall, all in favor. The time was 5:59pm.**

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| **NAME** | **AYE** | **NO** | **ABSTAIN** | **RECUSED** | **ABSENT** |
| **Melisa Weidner** | **X** |  |  |  |  |
| **Regina Blake** |  |  |  |  | **X** |
| **Rob Hall** | **X** |  |  |  |  |
| **TALLY** | **2** |  |  |  |  |

Respectfully submitted,

Jerry Jeffra

Communications Officer