**A picture containing text, clock

Description automatically generatedSNOW HILL MAYOR AND COUNCIL**

**WORK SESSION**

**Tuesday, May 31, 2022**

* **Minutes -**

**Masks are optional.**

**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 Tuesday, May 31, 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**

Lounell Hamstead, Finance Manager

Randy Barfield, Public Works Director

Andy McGee, Police Chief

Lorissa McAllister, Econ. Dev. Director

John Rankin, Grants Administrator

Margot Resto, Deputy Town Manager

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1. **Approval of Minutes** for: Town Hall Meeting May 10, 2022
   * 1. **Mayor called to motion approve the minutes. On the motion of Councilperson Weidner and seconded by Councilperson Hall, the bid was approved the following vote:**

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

1. **Discussion Items** –
   1. Bank Street Proposed Improvements – DBF requested holding off on presenting at meeting to council until report prepared fully; 45K conceptual, after fees and mgmt. be right around 75K
   2. Resolution No. 2022-01 – Maryland Circuit Rider Program Participation with Sponsor, Pocomoke City – read into record
      1. **Mayor called to motion accept the Resolution passage and adoption, with minor edits. On the motion of Councilperson Blake and seconded by Councilperson Hall, the Resolution was passed and adopted with 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. Dr. Plack – logo on building – discussion tabled until more info is available/next Work Session
  2. Vacant Building Regulations/Ordinance
     1. Current ordinance doesn’t have teeth, needs updating
     2. Problem in commercial district, running out of usable avail space for businesses to move in
     3. Other municipalities impose fees and other regulations for spaces that remain empty; also need to be used according to regulations, being upkept
     4. 23% vacant in downtown alone; 23% underutilized/neglect/improper use
     5. Change to definition of vacant to add they are being used properly or are designated vacant
     6. Added regulations/updated/safety enforcement of building
     7. Renovation grant added to support
     8. Questions from Mayor
        1. Standard to have inspection every 3 years?
           1. Suggestion to have that included is to monitor if there are any safety issues
           2. Cost? Will look into, some for permitting
           3. What if bldg. is vacant and well maintained? What would trigger this?

If bldg. is not being utilized, sitting empty, it would trigger this, it would apply to this ordinance, it would need to be filled or at least attempt to be filled

If I can’t find tenant, but upkeeping

How can we force them to sell the building?

Not forcing them to sell, but utilize, rent it out

In other municipalities – require to be put on market/advertised; one municipality said put on market for prices that aren’t even reasonable; other place require that it be fair market value

Current ordinance say about this? Nothing at this time.

Also says residential – didn’t want to take away option to enforce residential registration – no fee if registered within 30 days of receiving notice; only change to this, adding fee schedule for commercial registry; all other contents of registration already exists in ordinance

“Registration” language not applicable

Have businesses that want to move into town, none available; because other units that are vacant aren’t completed yet, businesses not interested, not move in ready; not operable, can’t get Occup permits; detriment to other businesses

Define storage? Needs more definition, tighter, too open to interpretation

Code enforcement would apply this

Should go before P&Z Committee

Tighten up what we have here, submit to P&Z, then back to M&C

Where do numbers come from? Other municipalities?

Non-compliance should be more painful (Hall)

Fees increased/double each year – increase more? Make it apply to residential too?

* 1. Updates
     1. Official Election Results – Mayor: Rob Hall 106, Mike Pruitt 233; Eastern Council: Janet Simpson 86, Dave Burt 34
     2. Council Vacancy – Mayor Jewell read Proclamation into record for Melisa Weidner
     3. Bikeways Study
        1. Next steps
           1. Formation of Bikeways Group – beginning implementation

Advertise volunteer need

Coordinate w/ Shad Landing bikeways and grants admin

* + - * 1. Potential Grants Identified
    1. Community Legacy Grants Status (FY21-22)
       1. FY’21 is currently launched; had uncertainty if it could be used for both residential & commercial; go the go ahead
       2. All grants have been scored and awarded and notified as such; some residential need
       3. FY’22 funding applied for but denied
       4. FY’23 not yet applied for
    2. Black-Eyed Susan arrival – should be back home by Monday late or very early Tuesday morning
       1. Press, photos
       2. Work needed on boat – ac/engines clean, roof leak
    3. Byrd Park Study – soil samples complete, mtg cancelled due to COVID, reschedule
       1. Ask DBF to come and report on this
    4. Website –
       1. should go live before end of this month; forms fillable online sent to staff; D3 said they can’t do; Lori requested copy of our contract since last year, not yet received
       2. Stephen Matthews will photograph new mayor and council for website
    5. MHAA – donate to Juneteenth walk request?
       1. **Mayor called to motion support the event. On the motion of Councilperson Blake and seconded by Councilperson Weidner, 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. **Logo** –
       1. 6 entries, at a loss for what was submitted
       2. s/b made public, may be back at Plak That submissions
       3. may open it up to UMES/SU/WOR TECH students
       4. Wrigley logo will be repainted on American Legion wall
       5. June 9th at 4:30pm - fence mural

1. **Public Comment** –
   1. need to pay attention to residential properties; no reason why we can’t find out who owns, someone is paying taxes
   2. Mayor – problem is enforcement
   3. What is considered downtown? – Market St to River, Green extension to Commerce – B-1 District
   4. Willow Street
      1. Donate to MHAA/Backstreet Bikes/non-profit?
      2. Grants for renovation
2. **Adjournment: Motion to adjourn made by Councilperson Blake, seconded by Councilperson Hall, all in favor. The time was 5:57pm.**

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

Respectfully submitted,

Margot Resto

Deputy Town Manager