**MAYOR AND TOWN COUNCIL WORK SESSION**

**TOWN OF SNOW HILL, MARYLAND**

Work Session 08-27-2019

A work session with Mayor and Town Council of Snow Hill, Maryland was held at the Train Station at 200 Belt Street on Tuesday August 27, 2019 with Mayor Gary Weber presiding. The meeting was called to order at 4:30 pm.

**PUBLIC OFFICIALS PRESENT**

Mayor Gary Weber

Councilwoman LaToya Purnell

Councilwoman Alison Gadoua

Councilwoman Melisa Weidner

**STAFF IN ATTENDANCE**

Randy Barfield, Public Works Director

Larry Lynch, Public Works

Andy McGee, Police Chief

Tammy Simpson, Executive Assistant

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Mayor Gary Weber called the meeting to order.

**MEETING MINUTES**

The Work Session Minutes from 07-30-2019 were reviewed.

**AUCTION OF SURPLUS ITEMS**

Larry Lynch spoke regarding the selling of surplus equipment by auction. He would like each department to keep the proceeds of the equipment that is sold on their behalf. New items might be added to the existing list that was furnished to Trish Goodsell. Councilwoman Weidner asked if an auction company had been selected. Mr. Lynch said that no details were in place as they were waiting for approval before moving forward at all. However, he would like to move forward quickly as it is the right time to sell to farmers etc. The location would be at Public Works. Councilwoman Gadoua asked how the auctioneer would be paid and Mr. Lynch explained that the fees would be paid from total profits. She also inquired as to whether the equipment should be kept. Randy Barfield explained that the equipment was out of date and of little to no value to the public works department. A date was discussed and agreed they would try for the last week in September in the morning. Mr. Lynch said that signs and flyers would be placed around town and that an announcement would be on Facebook as well as the website. Councilwoman Gadoua said she was in favor of each department keeping their respective proceeds. All council and Mayor was in agreement. The auction will move forward. It was discussed whether or not grant money could be used. Mayor Weber replied he thought is could, however, some funding deadlines were running out and wanted to move quickly. Councilwoman Purnell questioned whether or not the Town should remove the vault and the Mayor advised we are just looking at estimates and nothing would be done without all bids being in and reviewed by Council. Mayor Weber had some questions on the actual salability of the building since grant money was accepted and said he would look into it. However, in the meantime, he wants to keep the building in good repair. Councilwoman Weidner expressed interest in using the existing sign to make a new “Welcome To Snow Hill” sign. Mayor Weber would like the sign to note that the Town is the County Seat, this is important to both advertising and including the County Government in the beautification and development of downtown. Councilwoman Gadoua would like a clear answer as to restrictions on sale or use of the building. She would like marketing to begin on that building as soon as possible. It was stated that there may not be a discount on sale of that property due to the $150K grant that was given to the Town to purchase the building.

**BULK PICK-UP**

Randy Barfield reported that the Bulk Pick-Up day was scheduled for Monday October 7, 2019. He stressed the guidelines for only two (2) large items per household and no paints, tires or hazardous materials. A copy of the announcement and guidelines will be placed on the web, at Town Hall and on Facebook. Mayor Weber reported that he would soon be sending out another letter and could outline some of the details in his letter as well.

**TREE TRIMMING**

Mayor Weber reported that he, Martin Sullivan and Rand Barfield had completed a list of the trees in town that needed trimming before school busses started running. The Town does not trim trees and letters would be sent to those residents responsible

**LIMB COLLECTION**

Mayor Weber reports that the biggest problem seems to be that the piles are too big. He wants to remind everyone that the shredder was purchased for storm clean up, so it is a very nice perk that we use it for general yard waste. However, this weekly service takes the staff away from other duties. The biggest issue is making citizens aware so that no one is upset. Perhaps a public forum, perhaps a fee system. Discussion has been had with Randy Barfield about splitting the route into districts. With each district being given a week. Mr. Barfield stated that way the code can stay the same it is just split. Councilwoman Purnell asked what code, if any, would need to be changed. Councilwoman Gadoua stated that the most important is the honest opinion of Mr. Barfield. Mr. Barfield states that maybe it should just go back to storm management of chipper use. Councilwoman Weidner states that she believes it is one of the most pressing issues in Snow Hill today. Councilwoman Gadoua did not feel it was so pressing and that most people are going along with the rules. All agree that communication is key and that the issue might be able to wait a little while longer.

**MOU LOWER SHORE LAND TRUST**

Kate \_\_\_\_\_ gave information regarding the proposed pollination station modeled after the one in Monktown, MD. This would be in partnership with the Town. She stated that, in practice, they were already following an MOU as they have been maintaining the garden. The Town carries insurance on the park while the LSLT carries insurance on its employees and volunteers. She believe the Town should cover electricity. A draft MOU was handed out to council for review and edits and then will be passed onto LSLT. Kate’s biggest concern is the maintenance of the actual structure and the logistics such as the electricity and water charges. These, she believes, should be the Town’s responsibility. LSLT would be comfortable having something in writing. Mayor Weber stated that the MOU I very limited and basically sets the status quo. It asks not to sell the property and to maintain the property. Councilwoman Gadoua had traveled to the Monktown property and stated it was very nice.

**MEDIA MARKETING AND ADVERTISING COORDINATOR**

Mayor Weber stated that we cannot afford an Economic Development Coordinator at this time. And, that this person needs to utilize the media and advertising. Right now it is the responsibility of Melisa Weidner and Diana Nolte. Councilwoman inquired as to whether the title of Economic Development Coordinator needed to be included to fulfill our Main Street Affiliate program requirements. Mayor Weber hopes that the role Diana Nolte is in now will suffice to fulfill the requirements. Mayor Weber acknowledged that Jordy Kuzac did a great job but wants to get someone else in that position. Ms. Kuzac created a binder with very clear instructions for someone coming into her position. It was discussed whether or not Ms. Kuzac still was employed by the Town. Councilwoman Purnell stated that personnel issues should be in closed session. Councilwoman Gadoua said she would reach out to Ms. Kuzac regarding her current position with the Town. Mayor Weber stated he would like Press Releases Writing and Writing Skills added to job description.

**TOWN MANAGER**

Mayor Weber said we do need to advertise further for the Town Manager position and would like to include previous Town Manager experience to the job requirements. Mayor Weber continued to stress that this position requires a very strong and organized person and that the last round of applicants he felt that about ½ had previous experience. However, many had high turnover in their positions and perhaps some had left due to law suits. He felt that we may have to raise the salary and noted that many applicants ask for contracts with severance packages. Mayor Weber would like the best person we can afford with the best history and noted that the salary range could be $75-90 thousand a year.

A long discussion was had about how the recommendation and appointment process works with in the Charter. The council was provided copies of the current job description and will send edits to Tammy Simpson for posting asap.

**EDDIE LEE**

Eddie Lee asked that the Mayor and Council consider a process for updating and synthesizing the Strategic and Comprehensive Plans. He asked if they might consider contacting Memo Derniker at SU for a formal consultation. He doesn’t feel like the plan is consistent with the legislation and development. He urges the Mayor and Council to consider the needs of business people and developers who are interested in developing in Snow Hill. Mayor Weber said it was good timing because the Strategic Plan is due for updating in 2020.

**WILLOW STREET**

Mayor Weber sates a developer has come forward to renovate the Willow Street property. His plan is to invest $200k and make it into apartments. Noting that this property had been put out for bid in the past and we could refer to that offering to put it out again. A townsperson mentioned that it was a historic property that was now an eyesore and it should be renovated. Councilwoman Purnell asked how the developer is eligible for grant money. It was discussed that the property was in the Maryland Historic Trust and they had very strict guidelines for renovations. Katherine Freeman wanted to make note that the 2015 Strategic Plan called for the renovation of this building. Another townsperson asked about the Masonic Hall, noting it is also historic and asked that it be revisited.

**STOP SIGN – WASHINGTON ST**

Councilwoman Purnell asked what evidence there was that a stop sign was needed at that location. Chief McGee performed a traffic study and noted that apx. 25 cars an hour transition that intersection in addition to other traffic information. Also, the resident Ms. Brown stated that there were 17 children in that area. Based on their data, a stop sign was elected. Councilwoman Purnell felt that residents did not receive enough notice of the change, there was not enough discussion beforehand and felt like the sign could not be seen when coming from the courthouse. Chief McGee said he followed MD Code and has found residents thankful for the sign, including Ms. Brown. Councilwoman Gadoua remarked that although the sign was discussed in a previous meeting she felt that there could have been more time and attention given to discussion and concerns with townspeople. Mayor Weber felt that ample time was given and it was for the safety of the children. Chief McGee stated he saw both sides and now has more clarity of process going forward. He also mentioned that video surveillance is going up in Byrd Park and that is needed for prosecution of any crimes there.

**COMMENTS FROM TOWNSPEOPLE**

1. Fran Price thinks the PNC Bank building should be sold and is happy to list it. Or, if we want to renovate it, perhaps it could be a community workspace for telecommuters.
2. Dick Thompson asked how the developer knew the Willow Street property was for sale. Mayor Weber proposed that he has been around a long time, since the last offering. He also noted that he is very concerned in keeping the historic integrity and probable need for increased number of EDU’s. Noting that EDU’s are now half price at $5250.00 each.
3. Fran Price inquired about who is in charge of finding new builders.
4. Katherine Freeman told Mayor and Council she invited Td Elder to the next Town Meeting. She also stated that she had complained about traffic at her intersection and wanted a stop sign installed there as well. Mayor Weber said it would be looked into.
5. A townsperson inquired as to how everyone might be able to get along. Mayor Weber proposed a meeting with the town attorney, councilpersons and townspeople to examine the Charter to explain, update and make changes. Nancy Thompson reminded Gary that he ran on transparency and it feels like some things have been sprung on them. Mayor Weber said we are working on it and noted that all votes before council have been unanimous and that shows teamwork.
6. A townsperson looked on google and found the median salary for a Town Manager in this area at $66-89k a year.

**ADJOURNMENT**

The Mayor thanked people for coming. With no further discussion, the meeting was

Adjourned at 6:37 PM.

Respectfully submitted,

Tammy Simpson